

Terms of Reference: Resources Committee

Membership of Committee

The membership of the committee will comprise at least 4 Governors including the Head Teacher.

All Governors are able to attend meetings of the Resources Committee, but only Committee Members shall be entitled to vote.

Other professionals e.g. staff members; LA etc may be invited to attend the committee meeting in order to advise or give a presentation but will not have voting rights.

Annually to elect a chair and Vice Chair at the first meeting of the Autumn Term

Quorum

The quorum to conduct the business of the committee will be three Governors including the Head Teacher or their designated Deputy.

Meetings

The committee should meet at least once per term. There will normally be an additional meeting in the summer term to prepare the budget for the next financial year.

Meetings of the Resources Committee will not be open to the Public.

Confidentiality

All members of this committee must be aware of and are bound to a confidentiality clause regarding individual salaries, items of a personal nature and also items of a sensitive nature.

Details of such matters must not be discussed with, or disclosed to any other persons.

Responsibilities - Finance / Human Resources

1. To prepare a budget for the Full Governing Body's approval prior to submission to the MAT.
2. To support GB Committees by monitoring and reporting on the budget progress termly, or more frequently if necessary, to the Governing Body.
3. To assist the Headteacher in dealing with the MAT on financial matters.
4. To monitor and review the finance structure.
5. To consider and advise on insurance matters to the Governing Body.
6. To address any Governors issues raised from the school financial management audit.
7. To review the internal financial controls – self audit
8. Review annually best value statement.
9. To prepare the annual self assessment.
10. To prepare and review a rolling 3/5 year budget projection
11. To undertake an annual benchmarking review of priority areas of expenditure
12. An extraordinary meeting of the Resources Committee will be called by the School Business Manager or Chair of Governors in the light of any significant budget

variances.

13. To be responsible for staffing strategy and structure and be involved in the process for appointment of senior management team posts.
14. To review the arrangements for school journeys, day visits and residential visits.
15. To be responsible for succession planning for the GB and recruitment of Co-opted governors for Full Governing Body adoption.
16. To review the single central record on a termly basis and to ensure that it is up to date for all staff and volunteers.
17. To organize whole governing body training as required but at least every two years on Child Protection and Safeguarding.
18. To support the Head Teacher on staffing issues.
19. To conduct a Safeguarding visit termly.
20. To be responsible for the policies assigned to the committee in the Policy Review Schedule that has been approved by the Full Governing Body.

Responsibilities - Premises

1. To advise the governing body on priorities for the maintenance and development of the school's buildings and site which are clearly linked to educational outcomes. This includes establishing and reviewing a Site Development plan.
2. To review the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
3. To oversee the preparation and implementation of premises related specific contracts.
4. To oversee the school's asset register.
5. To ensure that the school complies with health and safety regulations.
6. To oversee the school's lettings and charges policy.
7. Identify and recommend the use of devolved capital.
8. To oversee arrangements for repairs and maintenance.
9. To oversee arrangements for governor visits relating to premises issues.

Reporting to Governing Body

The chair will take questions from all governors at FGB meetings from the minutes issued, taking confidentiality and sensitivity into account.

Headteacher Accountability

To conduct an annual self audit of financial controls to ensure that financial management systems comply with ESFA guidance and report to Resources Committee.

To ensure that all the policies are available to staff and, where appropriate, and are on the website.

To recruit staff using safer recruitment processes to fill vacancies in the agreed staffing structure. All senior leadership posts will have a recruitment panel including a Governor not employed by the school.