

BELGRAVE PRIMARY SCHOOL

RESOURCES COMMITTEE

TERMS OF REFERENCE

Reviewed: November 2019

Next review: November 2020

General Terms

- The Chair of the Committee is elected by the whole governing Body and will have the casting vote if necessary.
- The Headteacher and Chair of Governors will be entitled to attend all meetings.
- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum:

For committee meetings, the quorum is a minimum of three governors who are members of the committee.

Meetings:

- The Governing body is free to determine how often the committee meets and may delegate this to the committee.
- The Committee meetings will not be open to the public but minutes (Part 1) shall be made available. Information relating to a named person or any other matter that the committee considers confidential will not be made available for inspection (Part 2).
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Agreed minutes to be signed as Approved by Chair of the committee.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- Voting rights will only be for members of this committee.

Financial policy and planning:

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Board for adoption an annual school budget taking into account the priorities of the School Development Plan.

- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Financial monitoring:

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Headteacher.
- To report back to each meeting of the full Governing Board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To arrange for an annual audit of all unofficial funds and to ensure that a certificate of independent examination is presented to the full governing body.
- To receive and act upon any issues identified by a local authority audit.

Premises:

- To provide support and guidance for the Governing Board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- To arrange professional surveys and emergency work as necessary.

- The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.

- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development and Maintenance Plan.
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish and review a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.

- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To approve Discretionary Leave of Absence in line with policy.