



TERMS OF REFERENCE: RESOURCES COMMITTEE

Date of last review	November 2023	Review period	Annual
Date of next review	November 2024	Committee	Resources

Jesus said, 'I am the Good Shepherd... I know my sheep and my sheep know me.' John 10.14

Purpose

The purpose of the Resources Committee is to discuss finance, personnel issues and all matters relating to the buildings and site of the school.

Membership

The Resources Committee will comprise of at least 3 Governors plus the Head Teacher and Chair of Governors. The Resources Committee may co-opt additional, non-voting, members. The Chair of the Committee will be elected annually at the first Autumn Term meeting. When the Chair is absent, members of the Committee will elect an acting Chair, the Chair must be a Governor and must not be employed by the school.

Quorum

In order for business to proceed two non-staff Governors, who are appointed members of the committee, and the Head Teacher must be present.

Meetings

The Committee shall meet as necessary but not less than once per term. The Chair of the Committee will liaise with the Head Teacher prior to meetings to agree the agenda. An agenda will be circulated before the Committee meeting date and at each meeting of the Committee Minutes will be taken. These Minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Body before the next meeting of the full Governing Body.

Any member will withdraw from a meeting in which he/she has a pecuniary interest in any of the matters under consideration.

Responsibilities

The Governing Body delegates the following responsibilities to the Resources Committee:

Policies

- To ensure that all statutory finance, personnel and health & safety policies are regularly reviewed and updated.
- In particular to review biennially the school's Financial Management Policy, receiving biennially a financial report on those activities for which a charge is levied or voluntary contributions sought, including anonymous data on any subsidies awarded and charges waived. The Resources Committee will seek to evaluate the impact of the school's extended services on those children most in need of additional support. The conclusions of both processes will be reported to the full governing body.

Finance

- To receive annually an audited/independently scrutinised set of accounts for the school's Private Fund Account.
- Together with the Head Teacher to prepare the school budget for approval by the governing body at the start of the financial year, taking into account the financial implications of the school's current improvement or development plans, and the medium term forecast for future income and expenditure.
- To monitor the school management accounts within the financial year, receiving reports from the Head Teacher at the end of each period.
- To approve expenditure which is at a variance with the budget and inform the Governing Body if there is any possibility of overspending.
- To approve all individual virements above the limit placed on the Head Teacher and below that set for the full governing body, as set out in the Schedule of Delegation appended to the school's Financial Management Policy.
- To approve individual items of expenditure above the limit placed on expenditure by the Head Teacher and below the limit at which expenditure may only be approved by the full governing body, as set out in the Schedule of Delegation appended to the school's Financial Management Policy.
- To review levels of charging for lettings in line with the school's Financial Management Policy, and biennially consider the schedule of use of the school outside of the school day, the number of groups involved, and the net profit from any such activities.
- To assist the Head Teacher in investigating 'value for money' transactions.
- To prepare annually a draft SFVS return for consideration and approval by the full governing body and ensure that any action plan is implemented.
- To inspect annually the school's Inventory and ensure that valuable items are stored securely within the school premises.
- To monitor the impact of the Debt Recovery Policy by receiving an annual report on the level of outstanding debts in the summer term and determining whether this level is acceptable and whether action taken to recover debts is effective.
- To carry out or receive an annual benchmarking report.
- To approve the opening of bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect this may have on the way the annual budget is advanced to the school.
- Approve payments made to the Headteacher personally as set out in the Schedule of Delegation appended to the school's Financial Management Policy.
- Write off bad debts as set out in the Schedule of Delegation appended to the school's Financial Management Policy.

Staffing

- Recommend the level of staffing within the school in consultation with the Head Teacher, and taking into account advice from the Department of Education, by reviewing the staff structure of the school annually or as required.
- To take part, as required, in the process of appointing new members of staff.

- Ensure that the governing body has, and operates, a Discipline and Grievance Policy.
- Ensure that the governing body has an appropriate appeals procedure for cases of disciplinary action or grievances.
- To ensure that the governing body has, and operates, a Pay Policy which is annually updated.
- To ensure that the Pay Policy is implemented in a fair and equal manner and apply the criteria defined within the policy in determining the pay of each employee on an annual basis.
- To work with the Head Teacher in ensuring that the school's Appraisal Policy is implemented.
- To work with the Head Teacher in recommending to the governing body the annual budget required for pay.
- Head Teacher Performance Management will be carried out annually by a delegated sub-group of the full governing body, supported by an external advisor. Head Teacher Performance Management will take place in the Autumn Term, before the end of December.

Estate and risk management

- To consider all matters relating to the building and site of the school as set out in the school's Estate Management Policy.
- To receive regular reports from the governor and staff member responsible for health and safety.
- To undertake regularly an assessment of risk management for insurance purposes at the school.
- To monitor the school's web site, ensuring that it is kept up to date, complies with statutory requirements for the publication of information by maintained schools, and is operated in a secure manner.
- To monitor the school's security in relation to information technology, networks and off site/cloud storage and software services: in particular having regard to staff training and awareness of cyber security and privacy issues, including advice and guidance issued by the National Cyber Security Centre.
- To monitor the school's compliance with data protection legislation.

Signed: **Chair of Governors**

Date: