

Resources Committee (Finance, Premises & Staffing)

remit, terms of reference

General terms

- To act on matters delegated by the full governing board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement/Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- Committee members to be encouraged to attend training sessions to enable them to carry out their duties effectively. New governors to receive an induction and attend new governor training which ensures an understanding of their statutory responsibilities.
- To ensure the returns made under the SFVS (Schools Financial Value Standard) are made correctly and on time.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.

Quorum

- Quorum for the meeting is a minimum of three governors who are members of the committee. Other governors may attend and contribute to discussions but shall not be entitled to vote or be included within a meeting quorum.
- To ensure good governor oversight of the budget, it is recommended that sufficient committee members are not school employees.
- It is best practice for the committee chair to not be the Chair of Governors or a member of staff.

Meetings

- The Governing board is free to determine how often the committee meets – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time.
- Meetings are to be conducted in an open manner, enabling all members to participate and contribute to discussions.
- The Committee meeting minutes shall be made available upon request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection, but may be required to be shared if a Freedom of Information request is submitted.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among the committee members present (cannot be a member of staff).
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among the committee members present (someone who is not the Headteacher) and this be noted in the minutes.
- The draft minutes of each meeting will be circulated with the agenda for the FGB meeting and will be noted there.
- 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.

Financial policies and planning

- To review, adopt and monitor the School's Finance Manual which includes the local scheme of delegation for spending and budgetary adjustments (virements).
- To review, adopt and monitor the implementation and impact of policies as indicated on the statutory policy list for the committee.
- To approve and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and 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 Improvement / 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.
- To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the governing board where permitted under the current Pay Policy.
- To carry out Best Value Reviews in accordance with the Best Value Statement and review benchmarking information.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including ring-fenced funding (DFC, Pupil Premium, Sports Premium).
- To receive at least termly budget monitoring reports from the Headteacher or School Business Manager.
- To undertake an annual review of all sources of income to ensure fees and charges remain appropriate.
- To ensure that any budget carry-over is accounted for in terms of projected expenditure.
- To ensure that the school is properly accountable for the financial aspects of its performance.
- 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.
- 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 receive and act upon any issues identified by a local authority audit.
- To monitor the expenditure of the School Fund and ensure that an annual audit of the School Fund Account is carried out
- To regularly monitor pupil numbers to assess the impact on future delegated budgets.

Premises and health and safety

- 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 safety 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 building improvements, 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 building developments which reports to this committee.
- To establish and keep under review an Accessibility Plan, Building Development Plan, Critical Incident Plan and Asset Management Plan.
- To review, adopt and monitor a Health and Safety policy.
- To approve applications for the use of school premises.
- To review insurance arrangements.
- 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.
- To undertake an annual review of all sources of income to ensure fees and charges remain appropriate

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 the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To ensure that CPD remains a focus for staff training and is linked to the priorities in the School Development Plan
- 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 a Pay Policy for all categories of staff, if this is not delegated to the Pay Committee.
- To be responsible for the administration and review of the Pay Policy, if this is not delegated to the Pay Committee.
- 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 review the staffing structure/pay whenever a vacancy arises.
- To recommend staff recruitment and selection procedures to the governing board, ensuring that they conform to safer recruitment practice. To review these procedures as necessary.
- To ensure that procedures are in place for managing staff levels (including re-deployment, early retirement, and redundancy).
- In consultation with staff, to oversee any process leading to staff reductions.
- Wellbeing - to ensure that there is a supportive environment in school and arrangements for staff to help and support each other in relation to their mental health and wellbeing.
- To ensure that all school staff are valued and receive proper recognition for their work and contribution to school life.

Adopted by the governing board of [name of school] on [date].
