



Resources Committee: Terms of Reference

1. Membership

The committee shall consist of five named governors, including the headteacher, to be appointed by the full governing body.

2. Quorum

Three governors must be present, including the headteacher. In the absence of the headteacher, the quorum will be three governors and the deputy headteacher.

3. Clerking

Each meeting of the committee must be clerked, who will be the clerk to governors.

4. Associate members

Associate members are appointed by the committee or full governing body and have full voting rights on this committee.

5. Purpose of committee

1) Financial planning and monitoring

- a. To review and approve the Scheme of Financial Delegation annually
- b. To be responsible for the annual completion and return of the School's Financial Value Standard and related documents, and undertake any remedial action identified
- c. To annually review the Lettings Policy and levels of charging for lettings
- d. To establish and maintain and three year budget plan, taking into account priorities of the School Improvement Plan
- e. To draft and propose to the full governing body for adoption, an annual school budget
- f. To monitor income and expenditure throughout the year against the annual budget plan

2) Staffing

- a. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- b. 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
- c. To establish, monitor and review a Pay Policy for all categories of staff
- d. To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation
- e. To ensure the governing body has and operates a Staff Discipline and Grievance Policy, with appeals procedures, and that staff are informed of these

3) Premises

- a. To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including reviewing, adopting and monitoring a Health and Safety Policy
- b. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues, setting out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- c. 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.]
- d. To create a working party where necessary to oversee any major developments.
- e. To establish and keep under review an Accessibility Plan and a Premises Development Plan

6. Meetings

Committee meetings will be held as required, but at least once a term. The clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales and published on the website once agreed.

The committee will liaise with the Teaching & Learning Committee and invite their members to attend if appropriate. Any matters which may be in conflict with the work of the Teaching & Learning Committee must be referred to the full governing body.