

## **Chalton Lower School**

### **RESOURCES COMMITTEE TERMS OF REFERENCE**

**September 2018**

#### **MEMBERSHIP**

The Committee shall consist of at least three members of the Governing Body plus the Headteacher.

All governors may attend but non-committee members do not have voting rights.

#### **QUORUM**

The quorum shall be two governors (excluding the Headteacher). The Committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.

#### **MEETINGS**

The Committee shall meet once per term or otherwise as required by the Governing Body.

#### **OFFICERS**

The Committee shall elect its own Chair at the first meeting after its constitution. Minute taking and the distribution of accurate minutes will be undertaken by the clerk.

#### **PROCEDURES**

1. The Clerk is responsible for ensuring that the agenda and minutes for each meeting are circulated to all members at least seven days before the relevant meeting. The minutes to indicate where the Committee has taken a decision under delegated powers and where the Committee is making a recommendation to the full Governing Body.
2. The Headteacher shall withdraw from the meeting when any subject in which he/she has a pecuniary interest comes under discussion.

#### **TERMS OF REFERENCE**

1. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting, finance, premises, grounds, security, health and safety.
2. To agree the school's budget plan and review financial statements, including consideration of long-term planning and resourcing.
3. To consider each year the School Development Plan priorities and to present an annual budget plan to the Governing Body for approval.
4. To monitor all income and expenditure and to report on the financial situation to the Governing Body each term.
5. To recommend to the Governing Body the level of delegation to the Headteacher for the day-to-day financial management of the school.
6. To vire funds as and when necessary and to report virement to the Governing Body. It is likely that this will not exceed 5% of the total budget in any financial year without prior reference to the Governing Body.

7. To monitor expenditure and discuss any variation with those responsible for the appropriate budget(s).
8. To ensure the audit of funds for presentation to the Governing Body.
9. To receive, and where appropriate, respond to periodic audit reports of public funds.
10. To annually inspect the premises and grounds to prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
11. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
12. To oversee the preparation and implementation of contracts.
13. To ensure that the school complies with health and safety legislation and relevant LA guidance.
14. To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act.
15. To prepare a lettings and charges policy for the approval of the Governing Body.
16. To prepare and monitor the implementation of a Health and Safety policy.
17. Two nominated non-staff members of the Resources Committee shall serve as the Staffing Committee on Pay.
18. To prepare, and review annually, procedures for dealing with staff discipline and grievance in accordance with the model recommended by the LA.
19. To prepare, and review annually, policies for adoption by the full Governing Body in respect of leave of absence, job share arrangements, assaults on staff, staff welfare and, where applicable, relocation expenses.
20. To review annually, in consultation with the Headteacher, all staff job descriptions.
21. To review annually, in consultation with the Headteacher, the staffing structure of the school.
22. To ensure that procedures exist for the recruitment of the staff that correctly reflect the local and national guidelines in respect of equal opportunities and the recruitment and selection criteria.
23. To ensure that a recruitment pack for the school exists and is maintained.
24. To prepare, and review annually, policies for adoption by the full Governing Body in respect of staffing reduction including redundancy, early retirement and redeployment in accordance with guidelines issued by the LA.
25. To prepare for the Governing Body criteria for the identification of staff for compulsory redundancy where necessary.
26. To review the school Performance Management policy annually for recommendation to the full Governing Body.
27. To review Finance Manual annually and amend as appropriate.

**DELEGATED POWERS**

The Committee has delegated powers from the full Governing Body for the following:

1. To act as the “first” committee in respect of disciplinary and grievance matters when required.
2. To act as the “first” committee in respect of the need to reduce staff in accordance with the redundancy procedures.
3. To determine the appointment panel for posts other than the Headteacher or Assistant Headteacher.

**Formally adopted: 27<sup>th</sup> June 2018**

**Review: July 2019**

**Signed.....**

**Date.....**

**Position.....**