Resources Committee 2017-18

Terms of Reference

These terms of reference aim:
- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self evaluation, monitoring and evaluation, support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SIP.

The Governing Body will review terms of reference annually.

Membership

No fewer than 6 governors including the Head teacher or Deputy Head teacher

The committee may make recommendations to the governing body for co-option of non-governor members

Quorum

4 governors including the Head Teacher / Deputy Head Teacher / Assistant Head Teacher

Meetings

The committee will meet at least once a term prior to the main governing body meeting and otherwise as required.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfill its strategic role. Whenever possible, reports will be used in common across the school.

Terms of reference

Finance
- To draw up and present to the governing body for approval an annual budget reflecting priorities identified through school self-evaluation and set out in the School Development Plan.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, capital expenditure and to recommend action on these plans to the governing body.
- To monitor and evaluate the implementation and impact of the Financial Value Standard for Schools.
- To ensure the governing body agrees effective financial procedures and controls, including audit, and monitor operational implementation in the school.
- To agree an effective procedure for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body and make any appropriate recommendations.
- To oversee School fund management and receive audited accounts for these monies annually for review.
- To agree the level of delegation to the Head for the day to day financial management of the school.

**Site and Premises**
- To monitor and evaluate the use and development of the site and premises including any shared or off site facilities, including security, and make any appropriate recommendations to the governing body.
- To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action
- To monitor the rolling review of maintenance and refurbishment to ensure the premises are suitable and safe.

**Personnel**
- To review the teacher appraisal and capability policy and ensure that it is implemented effectively
- To keep under review the race equality policy, the disability equality scheme and gender equality scheme and all related practices in relation to staff recruitment, retention and development and to report emerging issues to the governing body.
- To monitor and keep under review the staffing structure, to receive recommendations from the Head teacher and to make any appropriate recommendations to the governing body
- To keep under review the procedures for staff recruitment and training for safer recruitment including all safeguarding requirements, the policies on staff sickness, discipline and grievances and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate
- To draw up for governing body approval and keep under review a policy on staff consultation, and to undertake consultation as and when appropriate
- To draw up and review annually a performance management policy and pay policy for approval by the governing body and to monitor and evaluate the impact of these policies ensuring that these meet the provisions of the School Teachers’ Pay and Conditions Document.

**General**
- As and when required, to consider delivery, impact and progress relating to aspects of the SEF and the SIP that have been allocated to the committee
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.

Adopted by governors: November 2017

Due for review: November 2018