



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

**Adopted by the Governing Body on 24th November 2022**

1) Membership:

The governing body agrees the membership of the committee on an annual basis at its first full governing body meeting of the academic year and appoints the Resources Committee Chair. The Vice Chair is appointed by the Committee at its first meeting.

2) Name of Clerk: Mrs Amy Lorimer

3) Quorum:

The quorum shall be five members of the committee, one of which should be the Headteacher.

4) Meetings:

Meetings will be held twice each term. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) Function:

Decisions taken by the committee must be led by priorities identified within the Single Plan, which should be costed within the Budget Plan. The main function of the Resources Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

a) Finance

- In consultation with the Headteacher and Business Manager, to draft the first formal budget plan of the financial year to deliver the priorities in the Single Plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
- As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise expenditure not in excess of 2.5% of the whole school budget and authorise virement of an amount of money not in excess of the same amount.
- The Resources Committee will have delegated powers to authorise expenditure not in excess of 5% of the whole school budget and authorise virement of an amount of money not in excess of the same amount and make recommendations to the full Governing Body on expenditure and virements with a value of over 5% of the whole school budget.

- To ensure that the school operates within the Financial Regulations of the LA
- To annually review charges and remissions policies and expenses policies
- The Resources Committee will have delegated powers to agree contracts over £5,000pa but not exceeding £10,000pa, which will be agreed by the full governing body. The power to agree contracts up to but not in excess of £5,000pa is delegated to the Headteacher.
- To ensure Pupil Premium funding is utilized in accordance with guidance
- To ensure Sports Premium funding is utilized in accordance with guidance
- To ensure Recovery Premium funding is utilized in accordance with guidance
- To ensure the School Led Tutoring Grant is utilized in accordance with guidance

b) Personnel

- To review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the Single Plan and improving the learning of all pupils
- To review the Pay Policy for all categories of staff and to be responsible for its administration and review
- To ensure integration of all personnel developments into the school's Pay Policy and/or Budget
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies such as Performance Management, Grievance, Induction, etc
- To oversee the process leading to staff reductions
- To keep under review staff worklife balance, working conditions and well-being, including the monitoring of absence
- To monitor training to ensure that adequate staff training and governor training is taking place
- To ensure that governors on committees which have personnel responsibilities are aware of and understand those responsibilities
- To provide the members for the Salary Review Committee when required
- To ensure the school complies with Performance Management regulations for teachers

c) Buildings

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the Single Plan
- To ensure arrangements are in place for repairs and maintenance
- In consultation with the Head and SBM, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To review that building development supports the school's priorities as detailed in the school's Single Plan
- To establish and keep under review an Accessibility Plan

d) General

- All meetings are minuted and circulated to the full governing body