



Resources and Finance Committee Terms of Reference

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| Name of Committee | Resources Committee |
| Membership | At least three Governors |
| Chair of Meetings | Mrs S Cocks |
| Clerking | Clerk to the Governors |
| Meetings | Meetings will take place once a term prior to the first Full Governors' meeting of that term. The Committee will report back to the Governing Board in the Full Governors' meeting of the term. |
| Quorum | Three Governors |
| Voting | The Chair has the casting vote |

General

- To contribute in collaboration with the staff to establishing monitoring and evaluating the sections of the SSIP relating to leadership & management
- To keep relevant sections of the Self Evaluation Form (SEF) kept up to date and reviewed regularly
- To monitor the schools publicity, public presentation and relationships with the wider community
- To promote partnership with parents to support their children's learning
- To monitor pupil attendance, punctuality to school and lessons and report on this regularly
- To monitor the incidence of pupil exclusions and report any findings to the Governing Body
- To promote and support the further development of the Pupil School Council and provide a link between the Council and the Governing Body
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers e.g. Behaviour, Anti-Bullying, Attendance, Health & Safety, Staffing, Finance etc
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and received termly reports from the Headteacher/SENCO and an annual report from the SEN Governor
- To monitor and evaluate the effectiveness of leadership and management.

Finance – to:-

- To determine and review financial policy including consideration of long term planning and resourcing
- To approve the Annual Budget Spending Plan, ensuring it is consistent with and supports the School/Improvement/Development Plan
- To be familiar with the Local Authority budget spending plans, funding structure and policies for financial delegation
- To monitor the school budget expenditure with reference to criteria for receipt of the grant and the annual spending plan. To make reports at least once a term to the Governing Board, annually to the Local Authority
- To ensure that the school has a financial management policy and procedures in place and these are communicated to all relevant staff
- To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the Governing Board
- To agree the level of delegation to the Headteacher for the day to day financial management of the school
- To review the school's charging and remissions policy on an annual basis and make recommendations to the Governing Board
- To undertake financial benchmarking
- To monitor school fund expenditure and ensure the audit of school funds for presentation to the Governing Board
- To receive and where appropriate respond to periodic audit reports
- To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services
- To ensure that the school has effective Risk Management strategies in place
- To ensure the school's compliance with the Schools Financial Value Standards
- To annually review the School's Statement of Internal Controls and bank signatories
- To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items
- Ensure the principles of best value are applied to services purchased with delegated monies and approve the Value For Money Statement
- Prepare, for approval of the Governing Board, all major capital expenditure proposals
- Oversee the preparation and implementation of capital and service contracts
- To appoint independent auditors to audit unofficial funds and submit audited accounts annually to the Governing Body
- To ensure that all insurances provide adequate cover
- To monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money

Health & Safety – to:

- 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 & Safety
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues
- Security measures should be effective both for the protection of personnel and the premises
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Boards
- To establish and keep under review an Accessibility Plan and a Building Development Plan

- To review, adopt and monitor a Health & Safety Policy
- 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 take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk

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.

Staffing- to:

- To ensure that the school is staffed sufficiently for the fulfilment of the school’s school improvement plan and the effective operation of the school. Staffing structure is reviewed annually
- 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
- To be responsible for the administration and review of the Pay Policy
- To be responsible for the development of the school relating to personnel matters
- 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 to these
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary
- In consultation with staff, to oversee any process leading to staff reductions
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training
- To ensure that training and development of staff and Governors is linked to the schools agreed priorities and monitor the impact of training on standards
- To ensure that the school has effective systems of mentoring and inducting new members of staff and Governors
- To promote the health and well-being of staff.

Policies and Procedures

Performance Management
 Pupil Premium
 Ethos & Aims
 Governors
 Staff Induction
 Recruitment & Retention
 Succession Planning
 Staffing Structure
 Data Protection (GDPR)
 Attendance

Whistleblowing
 Pay
 CPD
 Finance
 Well-being
 Professional Development
 Safeguarding
 SEND & Disability
 Equality
 Behaviour

Pupil Induction
PSHE
Health Schools
Health & Safety
Reporting to Parents
School Self Evaluation (SEF)
Medical Condition

Anti-Bullying
School Council
Residentials
Charging & Remissions
Appraisal
Staff discipline

Minutes

Minutes to be produced by the Clerk and circulated to members within two weeks of the meeting taking place. They will be confidential to members of the Governing Board.