

## **RESOURCES COMMITTEE**

### **Terms of Reference**

For all Committee Meetings a quorum of 4 is required.

#### A. General Financial

1. To prepare and review financial policy statements, including long term financial plans where appropriate.
2. To provide guidance and assistance to the Head teacher and the Governing Body on matters relating to budgeting and finance.
3. To advise on and monitor Financial Procedures in accordance with School Financial Value Standard.
4. To consider the School's delegated budget and other income and to prepare budget proposals for the Governing Body to consider.
5. To monitor spending in relation to the prescribed limits.
6. To consider and authorize virement between budget headings within agreed limits.
7. To consider unplanned expenditure and make recommendations to the Governing Body.
8. To advise the Governing Body on other matters such as:
  - The match between the Budget, Statutory requirements and the priorities in the School Development Plan.
  - Funding formula review and the purchase of services.
  - Generating additional income and cost-cutting savings.
9. To receive, and where appropriate, respond to any Audit Reports from the County Treasurer.

#### Delegation of Powers

The Governing Body has delegated day-to-day management of the budget to the Head teacher within spending limits agreed in the budget, with discretion to vire between budget headings up to a limit of £5000. All virements will be brought before this committee.

#### B. Staffing

1. To review the Whole School Pay Policies.
2. To review procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. To review, in consultation with staff and LA criteria for redundancy.
4. To review Governors' Visits Policy.

### C. Appointments

1. Review and consider the staffing structure, in the light of the School Development Plan and budgetary constraints, at least annually and whenever a vacancy occurs.
2. To work closely with the Head teacher in appointing staff, including determining a panel to:
  - prepare job descriptions and post holder profiles for any staff vacancy.
  - advertise the post and prepare long and short lists.
  - interview
  - recommend appointment.

### **Delegation of Powers**

The Governing Body has delegated the appointment of non-contracted staff to the Head teacher.

### D. Premises

- To provide support and guidance for the Headteacher on all matters relating to the School premises and grounds, security and health and safety.
- To inspect the premises including the grounds and complete a fire safety risk assessment six monthly.
- To prepare a report of the conditions and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
- To monitor the costs and arrangements for maintenance, repair and redecoration within the allocated budget.
- To oversee on behalf of the Governing Body contracts relating to cleaning and grounds maintenance.
- To prepare, implement, monitor and evaluate the following policies in line with the appropriate legislation, reporting back to the Governing Body.
  - Health, Safety and Welfare Policy
  - Accessibility Policy and Action Plan
  - Disability Equality Scheme and Action Plan
- To report findings of inspections and audits to the Headteacher and liaise with him to ensure that appropriate remedial action is taken.
- To seek advice from the LA and the Diocese as and when appropriate.
- To prepare a lettings and charges policy for the approval of the Governing Body and oversee the implementation of that policy.
- To consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other matters relating to the premises.

**Reviewed and agreed by Resources Committee 5.10.22**