



**Terms of Reference
Resources Committee
A minimum of 3 governors required**

1. Membership

- A minimum of three governors, to include the Head or Business Manager and No fewer than three governors at each meeting, which must include the Chair

2. Purpose statement

- To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget.
- To ensure the school provides a safe, healthy and sustainable environment for pupils, staff and visitors.
- To ensure the school staffing complement supports the schools aims and ethos and is affordable.
- On behalf of the Governing Body, to oversee and develop the school's links with the wider community (parents, local groups businesses, other schools).
- To work toward the School Improvement Plan, as appropriate.
- To monitor and evaluate the school's wider community activities to ensure they raise the overall achievement of the children, and/or benefit the school and/or community

3. Terms of Reference - Finance

- To ensure the school adheres to the local authority's conditions of the 'Scheme for Financing Schools.'
- To oversee the longer-term strategic planning of the school's finances.
- To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the governing body.
- To agree the final budget or recommend it for approval to the full governing body.
- To notify the approved budget to the local authority by the agreed deadline.
- To agree the level of delegation to the headteacher for the day-to-day financial management of the school.
- To monitor expenditure and ensure corrective action is taken where necessary.
- To evaluate spending to ensure value for money in raising standards of education.
- To monitor income and expenditure of all public funds according to an agreed timescale
- To approve transfer between budget headings within agreed limits.
- To ensure accurate accounts are kept.
- To ensure key financial decisions are properly recorded.
- To ensure the audit of non-public (voluntary) funds.
- To establish procedures for governors to claim expenses.
- To ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection.
- To review and approve the school's charging and remissions policy.
- To make decisions in respect of service agreements and contracts.
- To determine whether sufficient funds are available for pay increments.
- To ensure the school meets the relevant statutory

4. Terms of Reference: Human Resources

- To determine staffing levels and management structure.
- To provide support, guidance and accountability for the headteacher on all personnel matters.
- To consider the headteachers recommendations on teachers' salaries in line with the school pay policy.

- To review the School Pay Policy and its implementation in line with DfE and local authority regulations and guidelines.
- To support strategic planning for internal promotions and permanent staffing posts.
- To receive reports and monitor the decisions delegated to the headteacher on temporary appointments
- To report to the governing body on decisions taken by the Committee in the exercise of any delegated powers.
- To review the Performance Management Policy and its implementation in line with DfE and local authority regulations and guidelines and report back to the governing body.
- To ensure that DRB, police and list 99 checks are completed satisfactorily.
- To oversee the appointment procedure for all staff.
- Ensure policies are in place for staff discipline, grievance, capability, and redundancy based on local authority guidance.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To ensure proper arrangements are in place to consider any appeal against a decision on pay issues.

5. Terms of Reference: Premises

- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To ensure that an effective Health and Safety Policy is in place and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- To ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- To oversee arrangements for repairs and maintenance.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to governing body and local authority policy.
- To establish and keep under review an Accessibility plan.
- To monitor the impact on teaching and learning of the condition of the school site and buildings.
- To ensure the security of school premises.

6 Community

Continue & Develop Links With Wider Community to Raise Achievement

- 1. Children** – joining children's/youth groups outside of school (such as Beavers/cubs/scouts, Local Dance/Theatre Groups) to promote personal development and gain life skills.
- 2. Parents** – increasing their involvement with the school formally (via the Parent Forum, for example) and informally (via discussions with teachers in playground and other parent events).
- 3. Schools** – Sharing best practices with other schools and combining events to raise achievement. For instance, attending collaborative meetings, improving links with local schools.
- 4. Community** – Getting children and the school involved in helping the wider and international community, for example attending residents' meetings, developing spare land for the benefit of the children and community, teaching the children good citizenship (via singing at local care homes, charity fund-raising events) and to drawing on local expertise to raise pupil achievement.

Developing understanding of the wider community through Learning outside the Classroom (LoTC)