



Resources Committee Terms of Reference Summer 2019

MEMBERSHIP

- The membership of the Committee shall consist of between 3-6 governors.
- Other members of staff may be invited to attend at the discretion of the Committee.
- The School's Business Manager and any other person may be invited to report or to attend the Committee by decision of the Committee.

QUORUM

- *3 governors, of whom two must be non-school staff; one must be either the Chair/ Vice Chair; the other must be the headteacher or her deputy.*

FREQUENCY OF MEETINGS

- The Committee shall meet at least once per term, and shall hold additional meetings when required by the governing body.

TERMS OF REFERENCE

FINANCE

The committee is delegated to:

- To consider the financial implications of the school's development plan in consultation with the Headteacher prior to its submission to the Governing Body for approval.
- To prepare the school's annual budget in consultation with the Headteacher prior to its submission to the Governing Body for approval.
- To monitor the school's expenditure, and approve the End-of-Year Financial Report, prior to its submission to the Governing Body for approval, and to the Local Authority.
- To receive reports from the Headteacher or other persons as appropriate on all delegated expenditure.
- To determine protocols for the collection of voluntary funds and criteria for the use of voluntary funds; to monitor the expenditure of such funds and receive an annual financial report from the headteacher related to such funds.
- To recommend to the full governing body the extent of delegated financial powers.
- To authorise virements between budget headings in accordance with the school's scheme of delegation, provided that the Committee refers to the Governing Body any questions relating to virements of funds exceeding £20,000
- To report all resolutions of the Committee to the ensuing meeting of the Governing Body.
- To determine any other matters referred to the Committee by the Governing Body.

DELEGATED FINANCIAL POWERS

The following delegated levels of expenditure of the school budget share shall apply:

- The Headteacher may authorise virements/expenditure not exceeding £10,000 and virement between Pay headings not exceeding £60,000 without reference to the Resources Committee.
- The Committee may authorise virements/expenditure not exceeding £20,000 without reference to the Governing Body. All requests for expenditure exceeding £20,000 must be authorised by the Governing Body.

PERSONNEL

The committee is delegated to:

- ensure all statutory and contractual obligations related to personnel matters are met and that policies are formulated for each – e.g. pay, performance management, equal opportunities, grievance, appeals;
- monitor the implementation of all policies related to personnel issues
- review and amend said policies to take account of local and national developments, making appropriate recommendations to the governing body following consultation with professional trade union organisations
- appoint two governors to review the headteacher's performance management annually
- support the headteacher with appointment of staff as required
- review the school's group size and staffing structure at regular intervals, in line with school self-evaluation and, in particular, when a vacancy arises, to ensure appropriate curriculum provision and support for the school development plan
- review the school's staffing structure and ensure it meets the needs of the school
- ensure continuing professional development complements performance management and the school development plan
- ensure efficient and effective leadership and management, founded on staff participation and consultation, which safeguards the well-being of staff and monitors appropriate work-life balance for all
- agree membership and procedures for staff appointment panels
- make recommendations to the full governing body on the delegation of responsibility to the Headteacher for selected staff appointments

DELEGATED Staff APPOINTMENT POWERS

The following delegated appointment powers shall apply:

The headteacher may directly appoint staff who are:

- Support staff (administration, technical and/or and learning support assistants)
- Supply teachers and other temporary appointments up to one year's duration.
- Permanent teachers, with a member of the governing body to support the headteacher where possible.

All other appointments will require a member of the governing body on the interview panel.

PREMISES

The committee is delegated to:

- monitor the quality of school premises and make recommendations to the Full Governing Body for improvements and developments;
- receive all Health and Safety reports and action necessary recommendations.

REVISION

These responsibilities will be reviewed annually in the Autumn Term meeting of the Governing Body.

Date of next review: Autumn 2020

AGREED BY:

Acting Headteacher Date:

Chair of Governors Date: