

# Clifton Green Primary School



## Resources Committee Terms of Reference

<b>Date of Adoption</b>	<b>October 2017</b>
<b>Date of Review:    Annually</b>	<b>October 2018</b>

## **RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

#### **1 COMPOSITION**

Between 6 and 8 members of the Governing Body with voting rights,

The Governing Body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance Roles, Procedures and Allowances Regulations 2013.

This committee may invite the school Finance Officer to provide specialist support for relevant aspects of the agenda, on a non-voting basis.

A staff governor may be a member of the Resources Committee, but will then (unless he/she is the Deputy Head) have to withdraw whenever matters pertaining to individual members of staff are discussed.

#### **2 QUORUM**

The quorum for meetings of the committee shall be not less than four of the members with voting rights *who are not employed by the school.*

#### **3 APPOINTMENT OF CHAIR AND CLERK**

The appointment of the Chair shall be a non-employed member of the committee determined by the Governing Body or by the committee and reviewed annually. The Governing Body shall appoint a clerk to the committee.

#### **4 MINUTES**

A written record of the meetings of the Committee will be submitted to the next full Governing Body meeting, through the Clerk to the Governing Body.

#### **5 CONVENING MEETINGS**

A meeting shall be convened by the clerk under the direction of the Governing Body and the Chair of the Committee. The clerk will give every member of the Committee written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the Committee meeting. If the Chair of the Committee considers that there are matters that demand urgent consideration s/he may determine a shorter period of notice.

#### **6 VOTING**

Every decision taken in exercise of delegated powers must be determined by a majority of votes cast by qualified voters. If there are an equal number of votes, the chair (or the person acting as Chair) has a second, or casting, vote.

## 7 TERMS OF REFERENCE

### A: FINANCE

- a) Consider, prepare and agree a budget plan each year ~~and make recommendations to the Governing Body. Give approval to the Start Budget and Revised Budget and report to the Full Governing Body.~~
- b) Monitor the budget each term and make any in year changes.
- c) Ensure that the school is managed well financially by having due regard to the Financial Management Standard and by monitoring and evaluating the School's financial performance.
- d) Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
- e) As part of the school's budget monitoring procedures, review the level of balances and make appropriate recommendations to the Governing Body.
- f) Make decisions for updating the school development plan as it relates to the management of resources. Ensure the school improvement plan is fully costed and provides a sound basis for long term financial planning.
- g) Prepare and monitor a Governors' Scheme of Financial Delegation, empowering the Headteacher and other staff to place orders and authorise expenditure within pre-determined limits.
- h) Consider and make decisions concerning any proposal involving recurring expenditure and any proposal involving non-recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
- i) Be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the opening of tenders and decisions concerning acceptance.
- j) Ensure that the school complies with the principles of Best Value when making decisions about how the school's available resources are utilised.
- k) Consider annual insurance requirements and make recommendations to the Governing Body.
- l) Evaluate the quality, cost and impact of all services purchased, before contracts are renewed.
- m) Consider the annual accounts and audit reports in respect of non-Local Authority provided funds.
- n) Consider audit reports on the school from the Local Authority and act upon any recommendations.
- o) Determine the arrangements and the scale of charges for the letting of school premises. Determine the school's charging and remissions policy and keep it under review.
- p) Consider and decide on proposals from the School Council involving additional expenditure.
- q) Consider and make decisions on any matter involving finance or financial management referred to it by the Governing Body, *including the recommendation for the Governing Body to approve the budget if so required.*
- r) Ensure that appropriate self evaluations and risk assessments, including use of Financial Benchmarking data, are carried out in a timely manner and are made

available to SFVS assessors evaluating whether the school is meeting the Standard.

- s) Ensure due regard for the Consistent Financial Reporting Framework so that accurate CFR returns are submitted to DFE via the LA in a timely manner.
- t) Receive the feedback from SFVS Assessors and act upon it to ensure that the school is meeting the Financial Management Standard.
- u) Have regard for the Local Authority's guidance on all aspects of Extended School activities.
- v) Ensure that funds delegated to the school are used for the purpose of the school and not to support Community Extended School activities.
- w) Carry out an annual review of the Budget Management Policy and make recommendations to the Governing Body.

#### **B: PREMISES**

- a) To be responsible for determining and making decisions on the content of the annual maintenance program, being those aspects of maintenance funded from delegated budgets.
- b) To be responsible for monitoring the fabric of the school premises and, within the budget provision, authorising maintenance work.
- c) To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services.
- d) To be responsible for caretaking arrangements.
- e) To consider improvements/alterations to school premises and to make decisions which shall be forwarded as proposals to the Local Authority for consideration and approval.
- f) To draft/agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget.
- g) To be responsible, together with the Health and Safety Working Group, for the security of the premises.
- h) To consider requests to improve/replace furnishings within the school, within budget provision.
- i) To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.

#### **C: STAFFING**

- a) To be responsible for deciding the establishments for teaching and support staff.
- b) To implement variations to the agreed establishment.
- c) To authorise the filling of any vacancy which might arise.
- d) To determine in accordance with the schools' pay policy the level of salary for new appointments to both teaching and support staff.
- e) To consider applications from staff for early retirement.
- f) To consider applications from staff for leave of absence outside of the Scheme adopted by the Governing Body.
- g) To be responsible for appointing all staff at the school (except Headteacher and Deputy Headteacher) except where the Governing Body has delegated this function to the

Headteacher.

- h) To be responsible for the oversight of arrangements for the deployment at the school of non-governing body employees.
- i) To ensure that in regard to equal opportunities the requirements of legislation relating to gender, race and disability are met and to consider matters relating to age.
- j) To ensure that the pay policy meets the needs of recruitment, retention and development of staff.
- k) To recommend how information on vacant posts, including pay awards, temporary and acting posts shall be made known to staff.
- l) To ensure that all staff have clear job descriptions so that pay considerations can be awarded in a fair, equitable and consistent manner and that job descriptions are reviewed annually.
- m) To seek advice from the Education Department, professional organisations and unions as necessary.
- n) To ensure that every member of staff, including the Clerk to the Governors, has a contract of employment.

## **8 FUNCTIONS DELEGATED TO HEADTEACHER**

### **A: FINANCE**

As per the Governors' Scheme of Financial Delegation.

### **B: PREMISES**

- a) To be responsible for day to day minor repairs and maintenance.
- b) To be responsible for the arrangements for letting the school premises.
- c) To be responsible for liaison with contractors where such work is funded from the school's budget.
- d) To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee, and, if appropriate, the Local Authority.
- e) To be responsible for the day to day health and safety arrangements in the school.

### **C: STAFFING**

- a) To authorise leave of absence for staff within the scheme adopted by the Governing Body (with or without pay).
- b) To appoint temporary supply staff and also staff to cover the absences of permanent staff.
- c) To make all the necessary arrangements for the appointment of staff which have been agreed by the committee or the Governing Body.
- d) To approve the working of overtime.
- e) To take such other urgent action on staffing issues as is required in consultation with the Chair of the Committee or the Chair of Governors as appropriate.

## **9 FUNCTIONS RETAINED BY THE GOVERNING BODY**

- a) To approve annually the school's budget plan, unless a decision has previously been taken to delegate that responsibility to the Resources Committee.
- b) To consider audit reports on the school.
- c) To approve the annual maintenance programme.
- d) To consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.
- e) To approve tenders and expenditures for all building or civil engineering contracts in excess of £25,000 which is to be funded from the school's delegated budget and inform the Local Authority (as expenditure in excess of £25,000 has capital implications).
- f) To be responsible for the arrangements for appointing the Headteacher and Deputy Headteacher.