

# Roundwood Park School



## Terms of Reference 2019-2020 Resources Committee

### General Terms

The work of all of the governors' committees is united by a common purpose that of securing the highest possible quality of educational provision for the students in the school, both now and in the future. The purpose of the committees is to enable the governing board to effectively fulfil its role in a time efficient way. The governing board reviews the establishment, terms of reference, constitution and membership of the committees annually. Casual vacancies will be filled at the first available governors' meeting. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection. Even if they are not a member the headteacher is entitled to attend all committee meetings.

Members of each committee should take steps to maintain and develop their knowledge and skills by completing appropriate training.

Each committee must have a chair and a clerk.

General committee terms are to:

- Act on matters delegated by the full governing board
- Liaise and consult with other committees where necessary
- Establish and endorse Terms of Reference annually
- Annually review and update the schedule of delegation
- Contribute to the school's strategy and Whole School Improvement Plan
- Monitor progress against those objectives of the Whole School Improvement Plan which are within the remit of each committee
- Monitor the findings of the whole school self-evaluation reports which fall within the remit of the committee and agree any areas for development or actions which may be necessary
- To review, adopt and monitor the implementation of the policies agreed to be within the remit of the committee and to update them as required
- To ensure the effective use of the Pupil Premium
- Ensure the school adheres to the required statutory published information on the school website
- Consider safeguarding and equalities implications when undertaking all committee functions
- To monitor adherence to GDPR
- To agree to the Annual Schedules of Work
- Complete a self-review on a regular basis

## **Resources Committee remit**

The Resources Committee is to keep under review the management of the resources of the school (finances, personnel and premises), to ensure that these resources are effectively deployed and to advise the governing board on all related matters.

The Resources Committee membership will include a minimum of five governors and be attended by at least one member of the Senior Leadership Team. The Resources Committee will meet half-termly, some weeks in advance of the full governing board meeting, with all meeting dates published for the whole academic year each September. The committee will elect a chair and vice-chair from among the members of the committee annually.

The quorum for the Resources Committee is at least three governors. If the chair or vice-chair is unable to attend a meeting, an alternate chair will be selected from those present for the duration of that meeting or an alternative governor may be invited to attend. If there is no quorum of governors, the governors present may decide to continue with the business of the meeting providing any decisions are ratified by a subsequent meeting of the Resources Committee. In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The Resources Committee may meet for the dispatch of business, adjourn and otherwise regulate its meetings as it sees fit, including the invitation of such external parties as deemed appropriate. Any other governor may attend a Resources Committee meeting and participate in decisions.

Decisions shall be carried, if agreed, by a majority of members of the Resources Committee although in practice the Resources Committee will always try to achieve unanimity. If required, the chair shall have the casting vote.

The draft minutes of each meeting will be circulated with the agenda of the next full governing board meeting and will be presented at the meeting by the chair (or in his/her absence by another member of the committee).

## **Responsibilities**

- **Financial policy and planning:**
  - To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff
  - To review, adopt and monitor all additional financial policies
  - To establish and maintain a three year financial plan, taking into account priorities of the school strategy and Whole School Improvement Plan, roll projection and signals from central government
  - To draft and propose to the governing board for adoption an annual school budget taking into account the availability of funding, school strategy and priorities of the Whole School Improvement Plan

- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher
  - Develop and review new funding streams and potential income generation opportunities
  - To ensure the school maintains an asset register in accordance with financial procedures and that the disposal of assets comply with financial procedures
  - To review and monitor that writing off of debts complies with financial procedures
  - To ensure all procurement processes and resulting contracts and agreements conform with the financial procedures
  - To ensure appropriate insurance arrangements are in accordance with financial procedures
  - To review procedures for staff and governors to claim expenses
- **Financial monitoring**
    - To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
    - To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date
    - Subject to local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
    - Ensure financial internal control systems are implemented, monitored and reviewed
    - When purchasing goods and services ensure that the school obtains best value for money
- **Personnel**
    - To have an overview of staff appointments and the staffing structure and to monitor the effectiveness of the school's staff management procedures
    - To establish, agree and review a Pay Policy for all categories of staff
    - Review Human Resources, Pay and Terms & Conditions policies, their application and compliance with statutory regulations
    - To recommend to the governing board staff recruitment procedures, ensuring that they conform with equalities legislation, safer recruitment practice, and to review these procedures as necessary
    - To establish the annual and longer-term salary budgets and other costs relating to personnel, eg training
    - Liaise with the governors' Remuneration Committee to ensure that all matters affecting the pay and conditions of staff are covered and are related to the school's budget
    - Review adopt and monitor the Health and Safety policy, its implementation, and reports and audits with respect to resources and staff issues. Make appropriate spending provision in the school's budget

- **Premises and IT Services**

- To oversee a medium/long term strategic development plan of the estate
- 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 and Safety
- Develop the strategy for the school premises development and funding
- To review the school's Lettings Policy and to monitor the lettings results
- To monitor the effectiveness of the IT services and approve the associated development plans
- To review, adopt and monitor the implementation of the school's data protection and information management policy and submit to the governing board for approval

The Resources Committee will review, adopt and monitor the following statutory policies and submit to the governing board for approval:

- Capability of staff
- Data Protection

Statutory policies, approval level Resources Committee:

- Charging and remissions
- Staff discipline, conduct and grievance
- Allegations of abuse against staff procedure
- Health & Safety
- Premises management documents

The Resources Committee will ensure the school is compliant with the following statutory guidance:

- Protection of biometric information of children in schools and colleges' guidance
- induction and support for newly qualified teachers
- Register of business interests of headteacher and governors

### **Working groups**

The Resources Committee may set up, as appropriate, working groups to advise it eg: oversee a major development.

***Reviewed and updated March 2020. Next review September 2020.***