

Resources Committee Terms of Reference

Membership and Quorum

The Committee shall consist of a minimum of 5 and a maximum of 10 members of the governing body, one of whom shall be the Headteacher. The quorum for meetings of the Committee shall be 3.

The Committee will meet a minimum of four times a year

Resources

- To provide guidance and assistance to the Headteacher and Governing Body in all matters relating to budgeting and finance
- To contribute towards, and monitor the School Improvement Plan / Post Ofsted Action Plan in respect of finance issues
- To recommend the first budget plan of the financial year
- To receive a report each term on the income and expenditure of all public funds and to provide a summary each term to the Governing Body
- To review financial policy statements, including consideration of long term planning and resourcing
- To carry out responsibilities delegated by the Governing Body in accordance with the financial scheme of delegation including:
 - reviewing the scheme
 - to monitor the effectiveness of the school's financial procedures including compliance with SFVS (Schools Financial Value Standards)
 - to enter into contracts above £2,000 and below £10,000 per annum (above recommend to Governing Body; below by Headteacher)
 - to agree virements between budget headings during the financial year above £2,000 and below £10,000 (above recommend to Governing Body, below by Headteacher)
- To ensure the audit of non-public funds and report appropriately to the Governing Body
- To investigate and access additional funding for specific projects as appropriate
- To monitor the impact and expenditure of the Pupil Premium Grant and Sports Grant
- To review the school's lettings policy
- To receive and consider reports and consultation papers from the LEA and other bodies concerning finance issues on behalf of the Governing Body

Personnel and Staff development

- To provide guidance to the Governing Body, and support for the Headteacher, on all matters relating to Personnel and Staff Development
- To contribute towards, and monitor, the School Improvement Plan / Post Ofsted Action Plan in respect of personnel and staff development issues
- To agree with the Headteacher a staffing structure for the school which meets the aims of the school's development
- To establish appointments panels (including governor representation) for headteacher and deputy headteacher posts and, with the agreement of the headteacher, other teaching posts
- To receive an annual report from the Headteacher on the operational effectiveness of the Performance Management Policy
- To receive and consider reports and consultation papers from the LEA and other bodies concerning personnel issues on behalf of the Governing Body

Other committee responsibilities

- To liaise with other committees through the Chair
- To provide a written report to the Governing Body each half term

September 2016