



## Resources Committee Terms of Reference

### Membership and Quorum

The Committee shall consist of a minimum of 5 members of the governing body, one of whom shall be the Headteacher. The quorum for meetings of the Committee shall be 3. In addition, the GB may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.

The Committee will meet a minimum of four times a year

**Members:** Richard Holmes, Leon Choueke, Lorraine Gerrard, Debby Kuypers, Kath Howell, Eddie Webb, Ben Strange, Elena Wolf, Darren Heath, Matt Chick, Cathy Ching, Fergus Todd, Jean-Michel Garcia-Alvarez, Corinna Phillips, Morinade Akinbobola

### 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 (approved by email if necessary) above £5,000 and below £15,000 per annum (above recommend to Governing Body; below by Headteacher);
  - to agree virements between budget headings during the financial year above £5,000 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 in matters relating to finance.
- to receive and consider reports and consultation papers from the LA 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 Staff Appraisal Policy;
- to receive and consider reports and consultation papers from the LA 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 2021