

## Terms of Reference St Helens Primary School Governing Body – Resources Committee

The **Aims** of the Resources Committee are to ensure the ongoing financial viability of the school and the safety of children, staff and visitors through the effective utilisation, management, procurement and development of resources

The **objectives** of the Resources Committee are, under the direction of the Governing Body and aligning to the yearly schedule of activities, to:

In respect of finance, working with the Business Manager;

- Establish and maintain a three year financial plan
- Draft and propose to the Governing Body an annual school budget
- Set budget spend limits for the Headteacher and Bursar
- Make recommendations to the Governing Body in respect of service level agreements
- Complete and submit the School Financial Value Standard to the Governing Body
- Monitor income and expenditure throughout the year against the annual budget plan
- Prepare reports for the Governing Body, identifying potential problems or significant anomalies at an early date
- Subject to the local scheme of delegation, approve any budgetary adjustments
- Promote an effective relationship with Pre-school
- In partnership with the Teaching, Learning and Curriculum Committee monitor Pupil Premium spending , uptake of free school meals and PE and Sport Premium funding.

In respect of Premises;

- Provide support and guidance for the Strategy Committee and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- Ensure that a suitable provider undertakes facilities management on behalf of the school and monitor such work
- Ensure that an annual inspection of the premises and grounds takes place and a report is prepared for the Governing Body
- Set out a proposed order of priorities for maintenance and development, for the approval of the Governing Body
- Consider and implement options for utilising the school as a community asset
- Create a project committee where necessary to oversee any major developments

In respect of staffing, working with the Headteacher;

- Ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective and safe operation of the school
- Recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- Establish the annual and longer-term salary budgets and other costs relating to personnel

In respect of policies develop, maintain, review and monitor compliance with;

- All financial policies, including the local scheme of delegation for spending and budgetary adjustments (virements) for the committees, Headteacher and other nominated staff and a charging and remissions policy
- A Health and Safety policy
- A Pay Policy for all categories of staff
- A policy for dealing with staff discipline and grievances

In respect of the role of the Resources Committee;

- Provide the Governing Body with activities to be included in the yearly schedule of activities
- As individual members of the Committee, carry out school visits in line with the schedule of activities with the focus for the visit being directed by the sub-committees
- Develop a skills matrix for all Governors and ensure, by facilitating the attendance at training courses of individual Governors, that the appropriate level of skill and experience exists within the Governing Body
- Prepare reports for the Governing Body, identifying potential problems or significant anomalies at an early date which apply to the Resources Committee
- Consider recommendations from external reviews of the school and monitor progress against Ofsted priorities

### **Membership**

The Resources Committee members will be approved to function as the Resources Committee by the Governing Body, one of which will be the elected as chair person.

### **Quorum**

The quorum will be two members of the Resources Committee

### **Meeting Frequency**

The Resources Committee will meet ahead of the FGB meetings. The flexibility needs to exist within the Committee to meet outside of this schedule should matters arise that require urgent attention.

## **Administration**

Administration will be provided from within the Committee.

- Papers for inclusion in Governing body meetings are to be submitted by email to the Clerk to the Governing Body 10 days prior to Governing Body Meetings
- Where practical to do so meetings will be paperless
- An action plan will be developed and maintained
- Draft minutes of Resources Committee meetings will be submitted to the Chair of the Resources Committee no more than 7 days following meetings
- The final version of minutes are to be issued to members of the Resources Committee no more than 14 days following meetings

Review Date: November 2018

Signed:

Chair of Governors November 2017