



LADBROOKE JMI SCHOOL

Resources Committee Terms of Reference

Key Roles of the Governing Body

1. Ensuring clarity of vision, ethos and strategic direction;
 2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
 3. Overseeing the financial performance of the school and making sure its money is well spent.
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GENERAL

1. Purpose and Functions

The purpose of Committees is to enable the Governing Body to effectively fulfil its three key roles in a time-efficient way.

The Committee will consider matters as set out in their terms of reference or as requested by the Governing Body, taking advice as appropriate.

The Committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will need to modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the Committee.

This Committee will be responsible for admissions, finance, personnel and premises and will consider any other matters that do not fall within the remit of the School Improvement Committee.

2. Membership and Chair of this Committee

The Committee will consist of a minimum of four Governors including the Chair of Governors and Headteacher, who are ex officio members.

All Committees are required by the regulations to have a clerk appointed by the Governing Body.

Committees may invite non-Governors to attend but in a non-voting capacity.

Annually the Committee will elect a Chair from among the Governors on the Committee. In the absence of the Chair at a meeting the Committee will elect any member to act as Chair for that meeting.

3. Voting and Quorums

Only governor Committee members and appointed Associate Members (excluding under 18's) can vote. No vote may be taken at any meeting where Associate Members outnumber Governors. The Chair does not have a casting vote.

The Committee quorum is four or one-half of the membership (whichever is greater).

4. Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposal or alternatives to debate and decide upon.

The minutes represent a record of Governors' deliberations and decisions, and, as such, may be reviewed by others (e.g. inspectors or auditors) as a means of determining how Governors have undertaken their role in scrutinising matters and reaching decisions. While the minutes need not be a verbatim account of discussions, or necessarily attribute views expressed, or issues raised, to individual Governors, if they do not adequately record a sense of the Governors' deliberations and scrutiny of matters considered, then they will not necessarily serve as a record of Governors' input to the management of the school.

Minutes will be circulated to all members of the Committee and the Chairs of other Committees as soon as possible after the meeting, and to all Governors with the agenda of the next Governing Body meeting.

5. Procedures and Training

The membership of the Committee will be determined at the first meeting of the Governing Body in the autumn term. Casual vacancies will be filled at the first available Governors' meeting. The terms of reference of the Committee will be reviewed annually.

The normal procedures and regulations of the full Governing Body will also apply to this Committee.

Members of the Committee should take steps to maintain and develop their knowledge and skills by attending appropriate training.

Governors appointed to the Resource Committee should ensure they are adequately inducted in their responsibilities for the school's financial management, and a formal assessment of the collective competence of the Governing Body in financial management is maintained (SFVS – Schools Financial Value Standard).

HUMAN RESOURCES

1. To draft and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
2. To review and monitor the implementation of the performance management policy and monitor its implementation.
3. Nominate no more than 2 representatives to work with the Headteacher in managing the selection process to effect redundancies.
4. To review the staffing structure as necessary and, at least annually, in relation to the School Improvement Plan.
5. To recommend to the Governing Body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
6. To undertake any formal consultations on personnel matters.
7. To review and recommend for adoption by the Governing Body procedures for dealing with staff discipline and grievances and ensure that the staff are informed of them.

8. Should the need arise, to draft and review, in consultation with staff, criteria for redundancy, for approval of the Governing Body
 9. To liaise closely with the LA's Human Resources Department as and when required or appropriate.
 10. To review policies delegated to it by the Governing Body, and to report recommendations at the next full Governing Body meeting.
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PREMISES

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
 2. To prepare with the Headteacher a Maintenance Plan for the school.
 3. To monitor and revise the premises elements of the Accessibility Plan.
 4. To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development, for the approval of the Governing Body.
 5. To approve the costs and arrangements (in accordance with the Schedule of Financial Delegation) for maintenance, repairs and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
 6. To be aware of the respective responsibilities of Governing Body and LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
 7. To undertake an annual safety and security audit of the school premises and report on same to the Governing Body; and to ensure that the school complies with health and safety regulations.
 8. To report findings of inspections and audits to the Headteacher and liaise with her to ensure that appropriate remedial action is taken.
 9. To seek advice from the LA as appropriate.
 10. To ensure the discharge of Governors responsibilities regarding litter under the environmental Protection Act 1990.
 11. To prepare a lettings and charges policy for the approval of the Governing Body and to monitor and evaluate the implementation of that policy.
 12. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.
 13. To review policies delegated to it by the Governing Body, and to report recommendations at the next full Governing Body meeting.
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FINANCE

Acting in accordance with the school's Schedule of Financial Delegation and with other applicable requirements, e.g. legal and policy requirements and those of any external financial management

standard that schools are expected to meet (to ensure that the school's financial management reflects recognised 'best practice')

1. To establish that the school maintains sound systems, practices and procedures to provide effective internal control. To review the existence and effective operation of internal controls (by placing reliance on suitable audits of those controls and/or confirming that appropriate in-house reviews or self-assessments of those controls have been undertaken – and that the appropriate action is taken in response to the results of any audit or control self-assessment).
2. To prepare, monitor and review financial policy statements.
3. To provide guidance and assistance to the Headteacher and Governing Body on financial matters.
4. To prepare/review longer-term financial plans having regard to roll projection and signals from central government and the LA regarding future years' budgets.
5. In consultation with the Headteacher, to consider the school's income and to draft the first formal budget in the financial year for the Governing Body to consider.
6. To monitor spending against the budget and to ensure that expenditure remains within the prescribed limits-
7. To monitor expenditure of all voluntary funds held by the school.
8. To authorise the signing of monitoring reports to the LA.
9. Where appropriate, to assist with personnel matters in determining salary levels for individual posts.
10. To advise the Governing Body on such matters as the budget needed to run the school in accordance with statutory requirements and the School Improvement Plan ensuring that the Governing Body's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's financial regulations prioritising on major items of expenditure the purchasing of goods and services in the context of Best Value requirements generating additional income.
11. To receive from the appointed Governors for Headteacher's performance management any recommendation regarding the Headteacher's pay; and to take any necessary decisions.
12. To review policies delegated to it by the Governing Body, and to report recommendations at the next full Governing Body meeting.
13. To ensure that the school's approach to procurement, contracting and commissioning is consistent with the authority's Contract Regulations and should achieve 'best value'. In particular, to oversee the monitoring of the school's contracts for the supply of goods and services (to ensure that these are satisfactory) and to ensure that at regular intervals there is 'market testing' of contracted supplies to determine whether better value alternatives are available.
14. To ensure that the school's financial procedures remain comprehensive and relevant (so as to ensure that 'due procedures' clearly define the processes that management intends should operate and that staff and other persons expected to follow those procedures are clear what they are). To confirm that these procedures feature adequate and effective internal controls.

Agreed by the Full Governing Body on 12 September 2019 (Revised 6 December 2018)