

Terms of Reference for the Resources Committee of the Governing Board of St. Martin's CE Primary & Nursery School

Membership:	Tania Beard Caren Flicker John Clements Craig Jamieson (4)
Quorum (<i>minimum of 3</i>):	3
Chair of Committee:	Caren Flicker
Clerk of Committee:	J Brooks
Meeting dates for 2018-19 Academic year	21 st November 2018 13 th March 2019 19 th June 2019
Date agreed:	8th October 2012
Dates reviewed:	14 th October 2013 13 th October 2014 30 th September 2015 10 th October 2016 13 th September 2017 17 th September 2018
Review Term	Annual

*(may wish to state if Headteacher needs to be present, NB Headteacher could send 'substitute' to present information with the agreement of governors, but 'substitute' may not vote)

Agreed at meeting of full Governing Board: **17th September 2018**

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed.

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Board

The Governing Board’s responsibilities for resources:

The Governing Board has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Board recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the Governing Board to fulfil the responsibilities of the Governing Board as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

Where possible and reasonable the Governing Board will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

Note from Governor Support: The level of delegated decision making given to a committee needs to be agreed by the full Governing Board. Full delegation (within legal requirements) is suggested below but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full Governing Board. All delegated decisions must be reported to the full Governing Board through the minutes from the committee.

Finance	
In consultation with the Headteacher and taking into consideration: <ul style="list-style-type: none"> a. available resources b. sustainability of commitments c. the school improvement plan (SIP) d. forecast pupil numbers e. anticipated contractual liabilities f. other relevant factors the committee to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the Governing Board for its approval	R
To ensure the continued knowledge and understanding of governors in respect	D

of the requirements of The Schools Financial Value Standard in Schools	
To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan	D
To monitor budgets for all funds under the Governing Board's control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Governing Board	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include: <ul style="list-style-type: none"> • Finance Policy • Governor Allowances & Expenses Policy 	R R
To monitor expenditure of any voluntary funds kept on behalf of the Governing Board and ensure the annual audit of these funds	D
To make decisions in respect of service level agreements	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees	D
To monitor statistics, performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate	D
To receive audit reports and refer key issues to the Governing Board. Direct the response to such reports and ensure such reports are appropriately acted upon	D

Personnel	
In consultation with the Headteacher, and giving consideration to the School Improvement/Development Plan, to review the staffing structure annually and whenever a vacancy occurs	D
To recommend approval of the following staffing policies and procedures not delegated to the Lead Governor to the Governing Board and ensure that staff are informed of these: Pay Policy for all members of staff Disciplinary Grievance	R
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D

Premises	
To assist the Headteacher and discharge the responsibilities of the Governing Board on matters relating to the school premises and grounds, security and environmental	
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan)	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to	

Health and Safety	
To assist the Headteacher and discharge the responsibilities of the Governing Board on matters relating to Health and Safety issues within the school	
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
To monitor and evaluate the school's effective application of the online safety policy.	D