



## RESOURCE COMMITTEE – TERMS OF REFERENCE

### RATIONALE

The Governing Body has delegated to the Resource Committee certain statutory functions relative to the human, physical and financial resources for the school that will be reviewed annually. Decisions made under delegation are to be reported to the full governing body.

*The Governing Body retains the right to perform functions delegated to the Committee on matters discussed at a full governors' meeting where a decision is considered necessary in light of changing circumstances.*

### MEMBERSHIP – The Governing Body, at the last meeting of the academic year will:

- a Appoint members of the committee that shall consist of no fewer than 3 (three) governors  
who shall not be employed by the school, and the Head Teacher.
- b Appoint associate member(s) to the committee provided that a majority are members of the governing body. The committee may make recommendations to the governing body for appointment.
- c Appoint a chairperson and subsequently if there is a vacancy.
- d *Appoint a clerk to the committee.*

### QUORUM

- a The quorum shall be 4 (four) governors, 2 (two) of whom shall not be employed by the school.
- b The Head Teacher, or a substitute nominated by the Head Teacher shall be present.

### MEETINGS

- a The committee shall meet at least twice in the autumn and summer terms and once in the spring term and otherwise as required
- b An agenda for each meeting shall be prepared by the chairperson and the Head Teacher.
- c The members of the committee, including associate member(s), shall receive, at least 7 (seven) days before the date of the meeting:
  - i) notice in writing of the meeting
  - ii) a copy of the agenda
  - iii) draft minutes of the previous meeting
  - iv) papers relevant to the agenda items

### MINUTES

- a The minutes shall be recorded for each meeting.
- b A copy of the draft minutes shall be distributed at the next meeting of the Governing Body and the Chair of the Committee shall be prepared to answer any questions arising.
- c The draft minutes shall be submitted for approval at the next meeting of the committee.

## **DELEGATED RESPONSIBILITIES**

**The Committee will be responsible for providing guidance and assistance to the Head Teacher and the Governing Body as follows:**

### **1. STAFFING**

- i) to review the staffing levels and staff structure annually;
- ii) to consider the implications of the annual budget in relation to all matters relating to the employment of staff
- iii) to ensure the recruitment policy for the school (taking account of the LA guidelines) is adhered to
- iv) in consultation with the head teacher, to review on an annual basis, a Pay Policy for all staff according to Performance Management Regulations for teachers and the School Teacher's Pay and Conditions document, for approval of the governing body
- v) to monitor and review arrangements for staff appraisal including the effective implementation of the performance management policy for teachers
- vi) in consultation with the head teacher, to monitor and review the staff policies for absence, grievance, capability, discipline and dismissal (adopted by the full governing body *from West Sussex HR advice*)

### **2 BUDGETING AND FINANCE**

- i) to review financial procedures to ensure compliance with Financial Management Standards in Schools; recommend to the full governing body the West Sussex HR Policy schedule.
- ii) to receive regular financial reports;
- iii) to prepare and review financial policy statements, including Best Value Statement and Procedures to include consideration of long term planning and resourcing;
- iv) to prepare an annual budget, reflecting requirements of the School Improvement Plan,:
  - i) Autumn: review financial performance of current budget and Committee to agree any required revision;
  - ii) Spring: review the expected final outcome of the current budget and for approval by the governing body
  - iii) Summer: prepare a provisional budget for the approval of the governing body, for submission to the LA as required.

- v) to monitor the income and expenditure of all public funds eg delegated and devolved funding, via quarterly reports and Minutes, and review the annual budget at the second meeting of each term. Update to be submitted to the full governing body.
- vi) to recommend to the governing body, the level of delegation to the head teacher for the day-to-day financial management of the school in accordance with the Schools Financial Value Standard and the Manual of Financial Practice and Procedures;
- vii) to recommend virement limits to the governing body
- viii) to vire funds, as necessary, within limits set by the governing body;
- ix) to receive and, where appropriate, respond to periodic financial audits by the LA;
- x) to ensure that the Asset Management Inventory is reviewed annually and updated accordingly;

### **3 SCHOOL BUILDINGS AND SITE**

- i) to receive regular reports regarding the premises, including appropriate security arrangements, from the *Health and Safety Panel*;
- ii) to review the progress of the Premises Development Plan.
- iii) to ensure that appropriate Health and Safety procedures are in place and *reported by the H&S Panel termly*
- iv) Ensure the Fire Risk Assessment is updated appropriately.

### **4 SCHOOL IMPROVEMENT PLAN**

- i) assist the head teacher in formulating objectives in the summer term for the new academic year;
- ii) review objectives pertaining to the Committee on a termly basis and report to the governing body accordingly;

### **5 SCHOOL SELF EVALUATION FORM**

To support completion of the School Self Evaluation form by reviewing the relevant sections in accordance with the overall schedule.

### **6 POLICIES**

The Resource Committee will:

- i) develop new policies as requested by, and for the approval of, the full governing body;
- ii) review and approve amendments to those policies delegated to it to monitor
- iii) apprise the governing body of any alterations to existing policies

### **7 TERMS OF REFERENCE REVIEW**

The Resource Committee are responsible for the annual review of the Terms of Reference in the summer term for approval by the governing body at the beginning of the academic year (Autumn term).

Agreed	Next Review Date
Sept '18	Sept 19