



Dringhouses Primary School

Resources Committee Terms of Reference

- Title Resources Committee
- Membership: The committee shall consist of at least four governors with voting rights, plus the Head. The committee, or the governing body, may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body.
- If not a committee member in his/her own right, the school bursar and school business manager are asked to attend meetings of this committee
- A staff governor may be a member of the resources committee, but will have to withdraw whenever matters pertaining to individual members of staff are discussed.**
- The committee may decide to allow additional members to attend meeting at which particular items of business are to be considered. Such members will not have voting rights
- Quorum: The quorum for the meeting and any vote will be three members of the committee, at least two of whom must not be employed by the school.
- Appointment of chair and clerk: At the first meeting of each academic year, the committee will elect a chair for the year. Employees of the school (including the head) may not take up the role of Clerk.
- Meetings: The committee shall meet at least once a term. Meetings shall be convened by the chair and give members written notice at least seven days in advance of a meeting, a copy of the agenda and any papers to be considered at the meeting. The chair may determine a shorter period of notice if there are matters which demand urgent attention.

Terms of reference for the committee

General matters

Staffing

- To be responsible for deciding the establishments for teaching and support staff;
- To approve variations to the agreed establishment;
- To authorise the filling of any vacancy which might arise;
- To put forward proposals for consideration in connection with the budgetary process;
- To consider applications from staff for early retirement;
- To consider applications from staff for leave of absence outside of the Scheme adopted by the Governing Body;
- To be responsible for appointing all staff at the school (except

Headteacher and Deputy Headteacher) except where the governing body has delegated this function to the headteacher;

- To plan, monitor and review the teaching and support staff professional development needs of the school;
- To be responsible for the oversight of arrangements for the deployment at the school of non-governing body appointed employees; and
- To make recommendations for updating the school development plan on a regular basis.

Finance

- To consider the start and revised budget plans for each year and approve.
- To monitor income and expenditure against the schools delegated budget, and consider outturn statements and CFR
- To set and subsequently monitor multi-year budgets based on priorities in the School Development Plan and other relevant information such as LA forecasts and local demographics
- To ensure the existence of and adherence to suitable framework of financial controls
- To review the budget management policy and to monitor its efficacy and control as stated in the governors Scheme of Financial Delegation before approval by the FGB
- To establish a charging and remissions policy
- To consider the local authority 'Services to Schools' agreements and make recommendations before approval by the FGB
- To prepare information regarding the schools finances for parents and third parties when necessary
- To recommend consideration of action by the Full Governing Body to ensure compliance and financial health of the school, including Start and Revised Budgets.
- To approve items of expenditure additional to the schools budget above £2,500
- To give pupils the best possible value from revenue by checking services are delivered efficiently and effectively
- To be responsible for any other functions as stipulated in the Governing Body Decision Planner.

Premises

- To be responsible for determining and recommending to the FGB the annual maintenance programme and authorising maintenance works
- To be responsible for monitoring the performance of the cleaning, grounds maintenance, caretaking and catering services.
- To consider improvements/alterations to school premises and to make recommendations to the governing body which fall short of proposal to the LA.
- To be responsible for monitoring the security of the premises
- To consider requests to improve/replace furnishings within the school, within budget provision
- To ensure compliance with the Safety Management System as far as it affects the school in order to safeguard the health and safety of employees, pupils, contractors and visitors to the school, and to make recommendations to the governing body

Functions delegated to head teacher

- To appoint temporary supply staff and also staff to cover the absences of permanent staff;
- To make all the necessary arrangements for the appointment of staff

- which have been delegated by the committee or the governing body;
- To approve the working of additional hours; and
 - To take such other urgent action on staffing issues as is required in consultation with the Chair of the Committee or the Chair of the Governing Body.
 - To be responsible for day to day minor repairs and maintenance up to the maximum of £2500
 - To be responsible for the arrangements for letting for school premises
 - To be responsible for liaison with contractors where such work is funded from the school budget
 - To take urgent action on premises issues as is required in consultation with the chair of the committee, and, if appropriate the LA
 - To be responsible for the day to day security and health and safety arrangements in school

Functions retained by the governing body

- Responsibility for the arrangements for appointing the Headteacher and Deputy Headteacher.
- To approve annually the School Financial Value Standards
- To approve the Budget Management Policy and de-delegated authorities.
- To consider recommendations for the committee for improvements/alterations to the school premises not contained with the budget provision.
- To approve tenders and expenditures in excess of £25,000 which are to be funded from the school's delegated budget and inform the LA. For capital expenditure above £25,000 the Full Governing Body will notify the LA.

Adopted by the governing body on: 19.10.2021