



## Resources Committee

Terms of reference:

### FINANCE CRITERIA

- In consultation with the Headteacher:
  - To agree draft budgets, for approval by full governing body
  - To establish and maintain an up to date 3 year costed financial plan in line with the SIP
  - To forecast likely future pupil rolls and income levels
- To review a quarterly budget report including virement decisions and predicted year end outturn, at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure accounts are properly finalised at year end and reviewing outturn; agree the year end statement for approval by the full governing body
- Consider the final internal audit report and agree any resultant action plan
- To agree the annual Schools Financial Value Standard Statement for approval of governing body
- To agree the school financial management framework, including financial regulations and annual update of same for agreement by governing body
  - To approve the writing off of debts up to £1,000 and recommending write offs over £1,000 to governing body
  - To ensure an inventory is maintained of all assets in excess of £1,000 including an annual physical check. Property should be security marked where appropriate
  - To approve disposal of assets up to £1,000 and recommending disposals in excess of £1,000 to governing body
  - To agree cheque signatories
  - To ensure that the school operates within the Financial Regulations of the Local Authority
  - To ensure that the school complies with the Financial Standard in Schools
- To evaluate the effectiveness of financial decisions, consider annual benchmarking information and approve best value statement
- To make decisions in respect of service agreements and expenditure recommendations from other committees
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher and by the Headteacher Performance Management Group
- To ensure in conjunction with the Headteacher that:
  - Salary payments are only made to school employees
  - Salary payments are made in accordance with appropriate conditions of employment
  - Salary payments are only made for services provided to the school
  - Appropriate deductions are made (Tax, NI)
  - Payroll changes are accurately recorded and promptly processed
- To approve annual statement of all the school's voluntary/private bank accounts
- To ensure that there is a financial procedures manual containing information and a description of financial systems and procedures, including budget setting process and budget monitoring arrangements

### PREMISES CRITERIA

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Governing Body on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids

- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan

## PERSONNEL CRITERIA

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff\*
- To recommend for approval the Performance Management Policy and Procedures
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards
- To establish, monitor and agree personnel and financial procedures and contracts relating to the school's work with external partnerships.

\*The Headteacher Performance Management Review Group may be formed from this committee, but its members should have received the appropriate training.

### Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

### Operational Matters for the Resources Committee

The committee will meet at least once in each term. An additional meeting can be called between termly meetings where the business of the school requires this.

Email or conference-calling may be used between meetings to further discuss and agree policies, procedures or actions required for the business of the school.

**It was agreed** that procedures should be considered, documented and agreed on the use of email, conference-calling, Skype, etc. for conducting Governing Body business.

Membership (see attached)

Quorum Minimum of three

Schedule of meetings Termly

**Agreed by the Chair of Resources Committee on 31 October 2018**