

Resources Committee

Terms of Reference

Membership

The Committee shall consist of at least five Governors of whom one is the Head Teacher (or somebody appointed by the Head Teacher).

The Committee may co-opt two Non-Voting Members, having previously sought approval for any such appointments from the Governing Body.

The Committee must appoint a Chair from amongst their number who should be a Governor and a non-staff member of the Governing Body.

The Committee must appoint a Clerk.

In the absence of the Clerk, any Committee member may record the meeting.

Quorum

The Quorum is three Committee Members.

Meetings

The Committee shall meet once a term and otherwise as necessary.

Accountability

The Committee shall be accountable to the Full Governing Body for its actions and decisions.

Review Period

The Membership and Responsibilities of the Committee are to be reviewed annually.

Responsibilities

This committee is responsible for the Finance, Staffing, Buildings, Grounds and Health and Safety of the school.

Finance

To ensure that the school operates within the Financial Regulations of the Local Authority.

In consultation with the Head Teacher, twice yearly, draft the three year budget submission forecast.

To review information provided by the contracted bursar service.

To consider a budget position statement at least termly and to report significant variances from the anticipated position to the Governing Body.

To monitor expenditure of all funds maintained on behalf of the Governing Body, namely:

Shap Primary School Current and Reserve Accounts.

Shap New Building Fund.

Lonsdale Foundation Current and Reserve Accounts.

To ensure an annual return or audit certificate is completed for all bank accounts controlled by the Governors

To make decisions in respect of Service Agreements

To make decisions on expenditure in line with Scheme of Delegation.

To determine whether sufficient funds are available for any Pay Progression as may be recommended by the Head Teacher following Performance Management procedures.

To consider any appeal made against a decision on Pay Grading or Pay Progression

To ensure that a review and audit of the School Asset Register is carried out annually.

To review and audit the School Single Central Register annually.

To review and approve the Scheme of Delegation annually or when there is a change of staff or governor

To review the School Financial Value Standards (SFVS) and an action plan for any issues that have been identified.

Staffing

In consultation with the Head Teacher, to draft and keep under review the Staffing Establishment.

To oversee the appointment procedure for all staff.

To oversee any process leading to staff reductions.

To keep under review staff well-being, including the monitoring of absence.

Buildings and Grounds

To advise the Governing Body on priorities for the maintenance and development of the school's premises

To oversee arrangements for repairs and maintenance

To oversee premises-related funding bids

To oversee arrangements for the use of school premises by outside users, subject to governing body policy

Health and Safety

To ensure that Health and Safety issues are prioritised appropriately

To consider the impact of maintenance and development of the school's premises

To consider the use of school premises by outside users

To review and approve the following policies:

Lettings

Charges and Remissions Policy.

Governors Allowances

Lone working

Staff Code of Conduct

Staff Capabilities

Staff discipline, conduct and grievance procedures including dismissal

HR – Conducting Investigations

Safer Recruitment, selection and pre-employment vetting

Fire Safety Policy

Health & Safety Policy

Emergency Plan

Accessibility Plan (physical aspects)

First day calling procedures

Missing child procedures

CCTV – biannual review

Online safety

Social Networking

Asbestos Management

Committee Established: September 2022

Committee Chair:

Julie Graham Co-Chair (Finance)

Simon Bullock Co- Chair (Premises)

Committee Clerk:

Committee Members:

Name of Governor	Date appointed to Committee
Katie Chappell	September 2022
Steve Gee	September 2022
Julie Graham	September 2022
Pauline Harron	September 2022
Simon Bullock	September 2022
Sarah Bruce	September 2022

Terms of Reference reviewed by the Committee on: 10 October 2023

Date of Next Review: Autumn Term Meeting 2024

Agreed by the Full Governing Body: November 2023