



## Terms of Reference - Resources Committee

### INTRODUCTION

This committee will provide the Headteacher and Governors with:

- assistance on financial matters, short term and long term
- advice to ensure that the school maintains a safe, accessible and improving physical environment for pupils, staff and visitors
- support and advice for the Headteacher in recruiting and retaining staff, and to assist with redundancy and dismissal, so that the school may fulfil its responsibilities for teaching and learning
- will receive referrals from the Curriculum Committee

The committee will draft and review the policies allocated to the Resources Committee by the Governing Board.

The committee will report to the full Governing Board on a regular basis.

### AIMS

The committee has particular aims and objectives in respect of Finance, Premises and HR.

### FINANCE

To provide assistance, both long and short term, on topics such as:-

- The preparation/review of financial policy statements
- The Budget needed to run the school
- Prioritising on major items of expenditure
- The procurement of services from the LA or elsewhere
- Methods of generating additional income for the school.
- Ensure that the Governing Board's financial policy and the school's use of funds are in accordance with legislation
- Monitor spending via monthly monitor sheets to ensure that expenditure remains within prescribed limits
- Consider virements between budget headings in conjunction with the Headteacher.
- Approve budget expenditure over £10,000
- Make virements up to £5,000
- Unplanned expenditure in excess of £2,000 will be agreed with the Chair of this committee.
- Approve signatories to the school's bank account.
- To authorise contracts over £1,000 excluding staffing



## PREMISES

- Assess and monitor existing health and safety procedures covering all aspects of the running of Queensgate Foundation Primary School including Risk Assessments
- Propose and oversee changes to the physical environment of the school
- Where necessary, produce new or updated procedures
- Identify safety risks and produce an impact assessment
- Keep staff, pupils and Governing Board informed as appropriate
- Arrange and, if necessary, participate in regular safety audits of the school buildings and grounds
- Be aware of specific responsibilities of the Governing Board and LA and ensure that the LA is informed of any matters for which it has responsibility
- Ensure that risk assessments of school trips are carried out in accordance with the relevant procedures and guidance

## STAFFING

- Participate in the process of recruiting, retaining, redundancy and dismissal of staff
- Ensure all adults working or volunteering within school are recruited in accordance with the Safer Recruiting Procedures and are appropriately vetted
- Act as a staff welfare Board

## MEMBERSHIP

The membership shall be reviewed at the start of each academic year.

## MEETINGS

Quorum shall be **3 or 1/3** (whichever is greater) of members. Voting shall be by majority decision of the voting members.

## MINUTES

Meeting dates and agendas shall be notified to governors in advance, prior to committee meetings. Minutes shall be taken at each meeting and circulated to all members of the governing Board. Approved minutes will also be available for inspection by staff, parents and members of the public on request (copies to be held in school file).

Signed:.....Chair of Governors

.....Headteacher

Reviewed: **September 2019**

Next Review Date: **September 2020**