



## **Resources Committee**

### **Terms of Reference 2024/25**

#### **Purpose and Functions**

1. The purpose of the committee is to enable the governing board to effectively fulfil its three key roles in a time-efficient manner.
2. The committee will consider matters as set out in these terms of reference or as requested by the governing board, taking advice as appropriate.
3. The committee will recommend the powers that should be delegated to it by the governing board. The governing board will approve or modify these powers as it sees fit and such delegated powers will then form part of the terms of reference for the committee.

#### **Membership and Chairing**

1. The committee will consist of a minimum of three governors. The Chair of Governors and the Head Teacher will be ex-officio members of the committee.
2. The committee will have a clerk appointed by the governing board.
3. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting, the committee will elect any member to act as chair for that meeting.
4. The committee may invite non-governors to attend but in a non-voting capacity.

#### **Voting and Quorums**

1. Only governors and appointed Associate Members (excluding under 18s) can vote.
2. No vote may be taken at any meeting where Associate Members outnumber governors.
3. The committee will determine its own quorum which shall not be less than three governors.

#### **Minutes and Meetings**

1. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations will be written in such a way as to offer the governing board a clear proposal or alternatives to debate and decide upon.
2. The minutes represent a records of the governors' deliberations and decisions, and, as such, may be reviewed by others (eg. inspectors or auditors) as a means of determining how governors have undertaken their role in scrutinising matters and reaching decisions.



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3. Minutes will be circulated to all members of the committee and the chairs of other committees as soon as possible after the meeting, and to all governors with the agenda of the next governing board meeting.
4. The committee will meet some weeks in advance of each governors' board meeting and at other times as they see fit.

### **Procedures and Training**

1. The membership of the committee will be determined at the first meeting of the governing board in the autumn term. Casual vacancies will be filled at the first available governors' meeting.
2. The terms of reference of the committee will be reviewed annual.
3. The normal procedures and regulations of the governing board will also apply to the committee.
4. Members of the committee will take steps to maintain and develop their knowledge and skills by attending appropriate training.
5. Governors appointed to the committee will ensure they are adequately inducted in their responsibilities for the school's financial management, and a formal assessment of the collective competence of the governing board in financial management is maintained (SFVS - Schools Financial Value Standard).

### **Premises**

The committee will:

1. Provide support and guidance for the Headteacher on all matters relating to school premises and grounds, security and health and safety.
2. Monitor and review the premises elements of the Accessibility Plan
3. Inspect the premises and grounds annually and prepare a report on any issue identified and a proposed order of priorities for maintenance and development, for the approval of the governing board.
4. Approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and oversee the preparation and implementation of contracts.



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5. Be aware of the respective responsibilities of the governing board and LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and monitor such issues in order to ensure that appropriate action is taken.
6. Undertake an annual safety and security audit of the premises and report the same to the governing board and ensure that the school complies with health and safety regulations.
7. Report findings of inspections and audits to the headteacher and liaise with her to ensure that action is taken as appropriate.
8. Seek advice from the LA as appropriate.
9. Ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
10. Prepare a lettings and charges policy for the approval of the governing board and monitor and evaluate the implementation of that policy.
11. Consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.
12. Review policies delegated to it by the governing board, and report recommendations at the next full governing board meeting.

**Finance**

Acting in accordance with the school's Schedule of Financial Delegation and with other applicable requirements, eg legal and policy requirements and those of any external financial management standard that schools are expected to meeting (to ensure the school's financial management reflects recognised 'best practice')

1. To establish that the school maintains sound systems, practices and procedures to provide effective internal control. To review the existence and effective operation of internal controls (by placing reliance on suitable audits of those controls and/or confirming that appropriate in-house review for self-assessments of those controls have been undertaken and that the appropriate action is taken in response to the results of any audit or control self-assessment).
2. To prepare, monitor and review financial policy statements.



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3. To provide guidance and assistance to the Headteacher and governing board on financial matters.
4. To prepare/review longer-term financial plans having regards to roll projection and signals from central government and the LA regarding future years' budgets.
5. In consultation with the Headteacher, to consider the school's income and to draft the first formal budget in the financial year for the governing board to consider.
6. To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
7. To monitor expenditure of all voluntary funds held by the school
8. To authorise the signing of monitoring reports to the LA.
9. To advise the governing board on such matters as the budget needed to run the school in accordance with statutory requirements and the School Development/Improvement Plan ensuring that the governing board's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's financial regulations prioritising on major items of expenditure the purchasing of goods and services in the context of Best Value requirements generating additional income.
10. To receive from the appointed governors for Headteacher's performance management any recommendation regarding the Headteacher's pay and to take any necessary decisions.
11. To review policies delegated to it by the governing board and to report recommendations at the next full governing board meeting.
12. To ensure that the school's approach to procurement, contracting and commissioning is consistent with the authority's Contract Regulations and should achieve 'best value'. In particular, to oversee the monitoring of the school's contracts for the supply of goods and service (to ensure that these are satisfactory) and to ensure that at regular intervals there is 'market testing' of contracted supplies to determine whether better value alternatives are available.
13. To ensure that the school's financial procedures remain comprehensive and relevant (so as to ensure that 'due procedures' clearly define the processes that management intends should operate and that staff and other persons are expected to follow those procedures are clear what they are). To confirm that these procedures feature adequate and effective internal controls.