

# PETERSFIELD INFANT SCHOOL



## Terms of Reference **THE RESOURCES COMMITTEE**

- Membership :** The committee will consist of no fewer than six governors including the Head Teacher
- The committee will have such co-opted Associate Members as the FGB shall appoint. The committee may make recommendations for these appointments for the approval of the FGB
- Quorum :** The quorum will normally be three governors and the headteacher or another member of staff nominated by the headteacher
- Meetings :** The committee will meet at least once every half-term and otherwise as required

### **Committee Function**

The function of the Resources Committee is to co-ordinate and manage matters relating to (a) finance (b) premises and (c) personnel, including reviewing and adopting related policies.

### **Finance**

The Resources Committee will

- ensure that the school attains and maintains the Schools' Financial Value Standard annually
- ensure that the school has adopted and adheres to the schools' Manual of Financial Practice and Procedure and the Scheme of Financial Management
- review, adopt and monitor the school's Policy for Budgetary Control
- monitor the process of Best Value in accordance with the school's Best Value Statement
- annually, set financial budgets to provide for all expenditure for which the school is responsible under LMS (Local Management in Schools)
- assess the financial requirements of the School Improvement Plan and incorporate them into the budget where finances allow
- establish and maintain a three year budget plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and HCC regarding future years' budgets, within the constraints of available information
- present the budget and the three year plan to the FGB for approval

- monitor income and expenditure against budgets for all available funds on a regular basis and report the financial situation to the FGB at least once each half-term
- investigate anomalies and excesses and, working with the headteacher, agree adjustments to spending or the allocated budgets, as necessary, to ensure that expenditure overall does not exceed available finance
- approve expenditure, including that on capital items, that can be taken from within the annual revenue budget allocation to the school, after consideration of the effect on the budget as a whole and the financial aims of the school
- vire funds between budget headings as appropriate to achieve a balanced budget
- provide guidance to the headteacher and the FGB in all matters relating to budget and finance, including where appropriate recommendations and comparative figures for expenditure outside the annual revenue budget allocation
- carry out Internal Control Checks on the school's monetary and banking systems
- make decisions in respect of Service Level Agreements and bring them before the FGB for ratification
- receive and respond to periodic audit reports of public funds
- be aware that PISA hold the only other account associated with the school but the governors do not have any responsibility for this
- To establish a charging and remissions policy and review every three years if no changes have been made
- To approve and set up a governors' expenses scheme. The policy will be reviewed every three years if no changes are made.

### ***Delegation and Procurement***

For buildings, supplies or services the following is relevant:

<b>Range</b>	<b>Headteacher</b>	<b>Resources Committee</b>	<b>Full Governing Body</b>
£0-£25,000	Obtains and evaluates quotations. May approve expenditure	Delegates authority to the headteacher	n/a
£25,001 to £100,000	Obtains tenders and quotations	Tenders and quotations will be evaluated and recommendation(s) made to FGB	Review recommendation from Resources Committee. Contract awarded on best value for money basis
£100,000+	Obtains tenders and quotations	2 members – with no pecuniary interest – will open and evaluate tenders and quotations. The Chair brings all matters before FGB at earliest opportunity.	Review all matters raised by Resources Committee. Contract awarded on best value for money basis

The RC delegates to the headteacher the power to vire (transfer) funds between individual budget lines up to a maximum of 0.5% of the annual revenue budget allocation at any one time. Such virement should be discussed with the finance governor as soon as is practical and advised to the full committee at the next meeting.

## **Premises**

The Resources Committee will

- provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety
- annually and as otherwise required, arrange inspection of the premises and grounds and commission a statement of priorities for the maintenance and development for the approval of the FGB
- recommend maintenance repairs and redecoration as appropriate, except for the repair or essential maintenance of fire prevention installations and equipment which should be immediately authorised without the normal budgetary restraints by the headteacher, who is to inform the Chair of the Resources Committee as soon as practical
- oversee the preparation and implementation of relevant contracts
- ensure the school's Health and Safety Policy is adhered to

## **Personnel**

The Resources Committee will accept on behalf of the FGB the guidelines as laid down in HCC LMS Manual of Personnel Practice.

The Resources Committee will, in relation to:

- Staff Structure – review at least annually in relation to the School Improvement Plan and budget
- Discipline / Grievance – review and recommend for adoption to the FGB, the procedures and policies for dealing with discipline and grievance and ensure that the staff are informed of them.
- Redundancy – draft and review in consultation with the headteacher, criteria for redundancy for approval by the FGB
- Delegated Powers – allow the headteacher to appoint staff when necessary in accordance with the staff structure, and report back at the next RC meeting
- Salaries
  - a) form the Staff Pay Review Committee from eligible members and complete the annual review of the salaries of all staff within the school in accordance with the performance management process. Teaching staff to be informed in writing, including a breakdown of the points awarded where appropriate
  - b) annually review the pay policy / teacher appraisal policy and the remit on pay
  - c) draft criteria for the approval of the FGB about the use of discretionary elements of pay provisions and make recommendations about implementing them
  - d) recommend to the FGB annual and longer term salary budgets and other costs relating to staffing, eg training
- Data Protection - To establish a data protection policy and review it at least every two years and register with the Information Commissioner's Office
- Complaints - To establish, publish and review a complaints procedure