

Colston's Primary School Resources Committee Terms of Reference

Purpose

The purpose of the committee is to ensure sound management of the Trust's finances and resources including:

- Management accounts and financial management
- Human Resources and staffing
- Procurement
- Premises (including ICT) and property
- Health and Safety

Membership

There will be a minimum of four Governor committee members, including the Health & Safety Link Governor and the Headteacher, who will be appointed by the Full Governing Body (FGB).

Non-Governor members may be co-opted to the committee in agreement with the FGB.

The Business Manager and Clerk will also normally attend.

Chair

The FGB will appoint a Chair (or two co-Chairs) at its first meeting each year.

In the absence of a Chair, the committee shall choose an acting chair for that meeting from among their number. In the event of a tied vote the chair or acting chair shall have a second or casting vote.

Quorum

A quorum shall be at least 3 governors, including two non-staff Governors

Meetings

The committee will meet at least 3 times a year but may meet more often as necessary.

The agenda and papers will be circulated one week before the meeting.

The draft minutes of each meeting will be circulated to the FGB for its next meeting.

Responsibilities

The committee will have delegated authority for statutory requirements as set out in the scheme of delegation.

The committee will:

- Make sure the requirements of the Education Funding Agency, published in the Academies Financial Handbook, are met.
- Consider and approve the school's budget and management accounts

- Monitor and review expenditure on a regular basis
- Assist in preparing the financial statement and annual report of the Trust.
- Receive auditors' reports and recommend appropriate actions.
- Recommend to the Members the appointment or reappointment of the Trust's auditors.
- Review and Monitor HR and staffing policies
- Review annual staff assessments and pay reviews
- Make sure that goods and services are procured in accordance with the Trust's policies.
- Identify priorities for property improvements, implement and monitor a system of planned maintenance.
- Advise the Full Governing Body on any major projects and monitor such projects.
- Oversee the process of IT development and renewal.
- Review and monitor the school's Health & Safety policy
- Make sure regular risk assessments are carried out and remedial actions are taken.
- Review the risk register annually
- Monitor accident and incident reports, safety inspection reports and evacuation drills.

These terms of reference are to be reviewed annually.

Date last reviewed – September 2016

Approved by:

Chair of Resources – Bronwen Wright:

Chair of Governors - Kate Swainson Price:

Headteacher - Alex Bell: