



Terms of Reference: Resources Committee Updated Nov 2018

Membership

Excluding the Headteacher, the Committee shall comprise of at least 3 Governors who are not disqualified by having an interest requiring them to withdraw.

The Committee may have, in addition, such non-voting members as the Governing Body shall appoint

The Governing Body may remove or replace a member of the Committee at any time

Quorum

The quorum shall be 3 Governors or 1/3 of the committee membership, rounded up, whichever is the greater

Chairman

The Committee shall appoint a Chairman annually at its first meeting held in the Autumn Term of each year

Meetings

The Committee shall meet at least once per term or otherwise as required

Meetings shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003, as amended by the Regulation 2007, and financial regulation from time to time adopted by the Governors

Terms of Reference

- To support the Governing Body in setting the strategic direction of the school by challenging school self-evaluation and ensuring accountability.
- To provide guidance and assistance to the Headteacher and the Governing Body in strategic matters relating to the budget and financial matters
- To prepare a budget, annually, for the approval of the Governors
- To prepare and review financial policy statements, including consideration of long term planning and resources (three year financial plan), for approval of the Governing Body
- To review the level of delegation to the Headteacher for the day-to-day financial management of the school budget, for the approval of the Governing Body
- To ensure that all financial transactions are conducted in compliance with good practice as directed by the Local Authority's Financial Regulations and scheme of delegation.
- To audit the school's financial procedures in line with the schools financial values standards (SFVS)
- To review annually the SFVS document and ensure its timely submission to the local authority.
- To monitor the income and expenditure of all public funds (on a termly basis) and report the financial situation at the next scheduled meeting of the Governing Body

- To ensure that best value is achieved in financial transactions
- To receive and where appropriate respond to periodic audit reports of public funds
- To ensure that non-public funds (eg school private funds) are audited annually and that a certificate of audit is presented to the Governing Body
- To provide guidance and assistance to the Headteacher and the Governing Body in strategic matters relating to asset & facilities management and health and safety
- To establish and keep under review an ongoing & up-to-date Asset Management Plan, including an Accessibility Plan.
- To inspect the premises and grounds annually and to review a statement of priorities for maintenance, redecoration and improvements for the approval of the Governing Body.
- To receive a premises update report on a termly basis and to review progress of annual premises plan
- To approve tenders and arrangements for maintenance, redecoration and improvements within the constraints of the budget allocated for this purpose
- To oversee the preparation of tenders and implementation of buildings and grounds contracts
- To review & evaluate all building works and projects on completion.
- To oversee arrangements, including Health and Safety, for the letting/hiring of school premises by outside users, subject to governing body policy
- To receive reports, from the Governor with responsibility for health and safety and risk assessment, and to ensure that the school complies with health and safety regulations
- Ensure policies are in place for charging and remissions, financial management, scheme of delegation and value for money statement.

These terms of reference agreed by the Governing Body	
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Name of Governor	Date Appointed to the Committee
Theresa Grainger	09.12.2014
Charlene Steadman	
Lesley Osborne	
Alan Davis	
Jodie Flynn, Headteacher	09.12.2014

Chair of the Committee	Theresa Grainger
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Minute Taker	Clerk to governors: Janet Standing
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	13.11.2013
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Date of review:	November 2018
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