



GOVERNING BODY RESOURCES COMMITTEE - TERMS OF REFERENCE OCTOBER 2023

Approved by:	Governing Body	Date: October 2023
Last reviewed on:	October 2023	
Next review due by:	October 2024	

Harrington Hill Primary School
GOVERNING BODY
RESOURCES COMMITTEE - TERMS OF REFERENCE
OCTOBER 2023

1. **General terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School's Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

2. Membership shall consist of:

- At least three governors (other than the Executive Headteacher);
- The Executive Headteacher;
- The Head of School;
- The School Business Manager;
- Such other associate members as may be appropriate from time to time.

3. The quorum shall be i) three governors who are members of the committee, ii) the Executive Headteacher or Head of School and iii) the Business Manager.

- The Head of School will have voting rights on this Committee
- The committee shall determine whether to give voting rights to associate members.

4. The committee shall appoint a Chair and Vice Chair at the end of the last meeting of each academic year, to take up post at the first meeting of the following academic year.

5. The committee shall normally meet at least once termly, with further meetings scheduled as necessary, particularly around budget-setting and recruitment periods.

6. The committee shall have all duties normally associated with Governing Body Committees that manage finance, personnel, premises and health and safety matters in particular the following responsibilities are delegated to this committee:

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, executive headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the School's Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School's Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Executive Head Teacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Executive Head Teacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Premises

- To provide support and guidance for the governing body and the Executive Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The Executive Head Teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Executive Head Teacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Executive Head Teacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.

- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Other

- To ensure all related school policies are agreed, implemented, monitored and reviewed as appropriate.
- To draw on reports from relevant Partner Governors to inform the School Self-Evaluation and School Development Plan.
- To maintain a strategic approach to school development planning, to consider and recommend development priorities to the Governing Body and to monitor and evaluate progress on those priorities.
- To take to the full Governing Body any matters requiring its attention and/or agreement.

Annex: Scheme of Delegation

This table confirms authorised expenditure limits for all parties

Executive Head Teacher / Head of School	Authorised to approve expenditure of up to £10,000. Any expenditure over this amount which has not been allocated on the budget must be approved and authorised by the Chair of the Resources committee.
Deputy Head Teacher	Authorised to approve expenditure of up to £5000. For any expenditure over this amount which has not been allocated on the budget – see above.
Budget Holders	Are only authorised to approve / request expenditure within their budgets, they are only responsible for the budget areas they have allocated to. Budget holders are not authorised to spend outside of their limits, they must sought authorisation prior to agreeing to any payments / orders.
School Business Manager	Authorised to make all day to day expenditure as has been indicated in the agreed budget.
Resources Committee / Chair of Resources Committee	Authorised to approve expenditure / plans over £10000, this must be reported back to the FGB at the next meeting.