



RESOURCES COMMITTEE TERMS OF REFERENCE

- To be reviewed:** Autumn Term 2017
- Membership:** (To be established by the governing board)
- (a) Four governors and the headteacher. Where the Headteacher is not a governor, they may attend all meetings.
 - (b) The committee may make recommendations to the full governing Board about co-opting additional associate members
 - (c) Voting rights may only be conferred on non-governor members by the full governing board
- Quorum:** A quorum for this Committee shall be three members and the Headteacher.
- Chair:** The Chair of the Committee will be appointed at the first meeting in each academic year, unless one has been appointed by the Governing Board.
- Meetings:** As required to effectively carry out duties but at least 1 per term. To be arranged by full governing Board/to be arranged by committee members through Chair of the committee (optional). All meetings to be minuted for reporting back to the full governing Board except where there are confidentiality issues, e.g. in a disciplinary case, when only the decision is to be reported back.
- Clerking Arrangements:** The Clerk to the Governors shall take the minutes of each Finance Committee meeting. The minutes of the Finance Committee meeting shall be submitted to the Headteacher and the Chair of the Committee within five working days of the meeting. Once approved, Committee meeting minutes will be shared with all members of the governing board.
- Agenda:** To be set by the Committee Chair and Headteacher in consultation with the Clerk to Governors. The meeting's agenda and related papers must be circulated to all committee members at least seven days prior to the meeting.

HILLYFIELD ACADEMY



Delegated Powers, General:

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

Financial Planning and Policy:

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, 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/Academy 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 board for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan.
- To make decisions in respect of service level agreements.
- Review the Whole School Pay Policy annually to take account of local and national developments and make appropriate recommendations to the governing board
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

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 Headteacher.
- To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date.

Premises:

- To provide support and guidance for the governing board and the Headteacher 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 board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing board.
- To arrange professional surveys and emergency work as necessary.
- - The Headteacher 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 Headteacher 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 board'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 fulfillment 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 Headteacher.
- 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 board 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 board 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.
- 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.

Reporting to the Governing Board

At each meeting of the governing board, a report shall be presented by the committee.

Revision

These powers and responsibilities will be reviewed annually at the autumn term meeting of the governing board

Disputes

Any disputes will be referred to the full governing board.