

HILLYFIELD PRIMARY ACADEMY
Terms of Reference

Resources Committee

To be reviewed: ANNUALLY

Last reviewed by committee on:

Last adopted by local governing board on:

Membership: (To be established by the local governing board)

- (a) *Optional*, but no fewer than three governors and the Executive Headteacher. Where the Executive Headteacher is not a governor, they may attend all meetings.
- (b) The committee may make recommendations to the local governing board Trustees about co-opting additional associate members
- (c) Voting rights may only be conferred on non- governor members by the local governing board Trustees

Quorum: A quorum for this Committee shall be three members and the Executive Headteacher.

Chair: The Chair of the Committee will be appointed at the first meeting of each academic year, unless one has been appointed by the local governing board Trustees

Meetings: As required to effectively carry out duties but at least 1 per term.
To be arranged by local governing board Trustees/to be arranged by committee members through Chair of the committee (optional).
All meetings to be minuted for reporting back to the local 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 Resources Committee meeting. The minutes of the Resources Committee meeting shall be submitted to the Executive Headteacher and the Chair of the Committee within five working days of the meeting for approval. Once approved, Committee meeting minutes will be shared with all members of the local governing board by the Clerk. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Executive Headteacher).

Agenda: To be set by the Committee Chair and Executive 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. Minutes of the meeting will be circulated as soon as possible after the meeting and agreed at the next meeting of the committee.

Function: The main functions of the committee are to exercise the financial and staffing powers and responsibilities delegated to it by the local governing board Trustees and to advise the Executive Headteacher on general financial, staffing and premises matters relating to the school.

Delegated Powers, General:

- To act on matters delegated by the local governing board Trustees.
- 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, 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/Academy Improvement Plan, roll projection and signals from central government regarding future years' budgets, within the constraints of available information.
- To draft and propose to the local 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 local 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 Executive 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 Executive Headteacher.
- To report back to each meeting of the local governing board Trustees and to alert them of potential problems or significant anomalies at an early date.

Premises:

- To provide support and guidance for the local governing board and the Executive 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 local governing board Trustees of the report and set out a proposed order of priorities for maintenance and development, for the approval of the local governing board.
- To arrange professional surveys and emergency work as necessary.
- The Executive 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 Executive 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 local 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 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 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 local 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 local 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 Local Governing Board Trustees At each meeting of the local governing board Trustees, a report shall be presented by the committee.

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

Disputes Any disputes will be referred to the local governing board Trustees