



## **Terms of Reference: Resources Committee**

### **Updated Oct 2017**

#### **Membership**

The Committee shall comprise at least 3 Governors plus the Chairman/Vice Chairman and Headteacher

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 County Council's Financial Regulations
- To monitor the income and expenditure of all public funds (ie budget and standards grants) 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 prepare a statement of priorities for maintenance, redecoration and improvements for the approval of the Governing Body.
- 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
- To review the lettings arrangements and hiring fees annually for the approval of the Governors.

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| <b>These terms of reference agreed by the Governing Body</b> | 16.10.17 |
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| <b>Name of Governor</b>  | <b>Date Appointed to the Committee</b> |
|--------------------------|--|
| Theresa Grainger         | 09.12.2014                             |
| Tom Caldwell             | 09.12.2014                             |
| Alan Davis               | 31.10.2016                             |
| Rachel Carr              | 01.09.2015                             |
| Jodie Flynn, Headteacher | 09.12.2014                             |

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| <b>Chair of the Committee</b> | Theresa Grainger |
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| <b>Minute Taker</b> | Carolyn Trevivian |
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| <b>Quorum (minimum of 3, committee can determine higher number)</b> | 3 |
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| <b>Date Committee established</b> | 13.11.2013 |
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| <b>Date of review:</b> | September 2017 |
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