



Banks Road Governing Board

Resources Committee Terms of Reference 2017 - 2018

Membership and Quorum

1. The Committee shall comprise a minimum of 4 governors.
2. The quorum for the Governors' Resources Committee is 50% of members.
3. All meetings of the Governors' Resources Committee will be minuted.

Delegated powers and purpose of Committee

The Governors Resources Committee will:

Finance

1. In consultation with the Headteacher, to draft/approve the first formal budget plan of the financial year.
2. To establish and maintain an up to date 3 year financial plan.
3. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
4. To ensure that the school operates within the Financial Regulations
5. of the City Council.
6. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
7. To annually review charges and remissions policies and expenses policies.
8. To make decisions in respect of service agreements.
9. To make decisions on expenditure following recommendations from other committees.
10. To prepare financial statements for inclusion in the governing body report to parents
11. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
12. To exercise virement between budget headings as necessary and up to an agreed maximum.
13. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
14. To agree the level of delegation to the Headteacher for the day to day financial management of the school.
15. To authorise staff to have responsibility for signing orders, invoices and petty cash claims.
16. To authorise the Headteacher to enter into contracts up to an agreed limit.
17. To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
18. To respond to any audit reports on the management of the budget and financial procedures
19. To review the school lettings policy.

Staffing

1. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
2. In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
3. To draft and keep under review the staffing structure in consultation with the Headteacher.
4. To establish and review a Performance Management policy for all staff.
5. To oversee the process leading to staff reductions.
6. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
7. To formulate and review staffing and personnel policies.



Banks Road Governing Board
Resources Committee Terms of Reference 2017 - 2018

8. To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Board and to ensure that staff are kept well informed.
9. To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.

Buildings and Health and Safety

1. To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises.
2. To oversee arrangements for repairs and maintenance.
3. In consultation with the Headteacher to oversee premises-related funding bids.
4. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
5. To establish and keep under review an Asset Management Plan.
6. To establish and keep under review an Accessibility plan.
7. To monitor, and report regularly to the Governing Body on:
 - Energy
 - Cleaning
 - Grounds Maintenance
 - Security
 - Maintenance
8. To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
9. To approve the costs and contracts for maintenance, repairs and decoration within the budget allocation.
10. To review and advise the Governing Body on all matters relating to Community Use, including the charging policy.
11. To approve a Health and Safety Policy. To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the school.