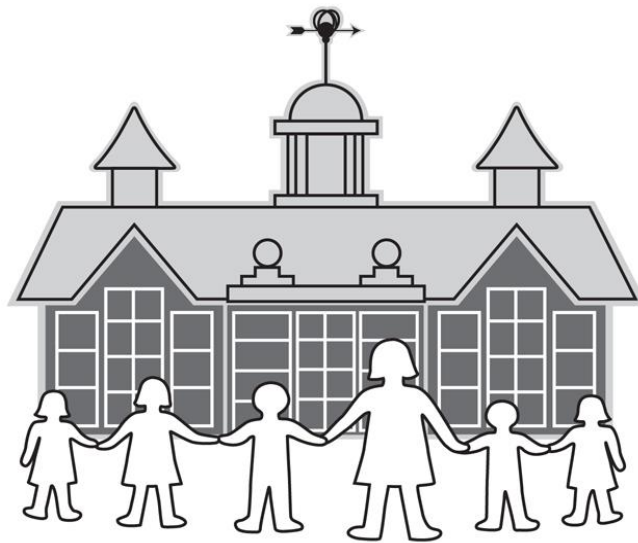


# North Ealing Primary School



## Terms of Reference Resources Committee

Committee with oversight for this policy – Resources	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Resources Committee	14/10/2015
Policy last ratified and adopted by Full Governing Body	02/12/2015
Policy / Document due for review	Autumn 2016

# North Ealing Primary School

## Terms of Reference – Resources Committee

### **Membership**

The membership of the committee will comprise at least 4 Governors including the Head Teacher.

All Governors are able to attend meetings of the Resources Committee, but only Committee Members shall be entitled to vote.

Other professionals e.g. staff members; LA etc may be invited to attend the committee meeting in order to advise or give a presentation but will not have voting rights.

### **Quorum**

The quorum to conduct the business of the committee will be three Governors including the Head Teacher.

### **Meetings**

The committee should meet at least once per term. There will normally be an additional meeting in the Spring term to prepare the budget for the next financial year.

Meetings of the Resources Committee will not be open to the Public.

### **Confidentiality**

All members of this committee must be aware of and are bound to a confidentiality clause regarding individual salaries, items of a personal nature and also items of a sensitive nature. Details of such matters must not be discussed with, or disclosed to any other persons.

### **Responsibilities**

1. Annually to elect a chair and Vice Chair at the first meeting of the Autumn Term
2. To prepare a budget for the full Governing Body's approval prior to submission to the LA (Spring Term)
3. To support GB Committees by monitoring and reporting on the budget progress termly, or more frequently if necessary, to the Governing Body.
4. To assist the Headteacher in dealing with the LA on financial matters.
5. To monitor and review the finance structure.
6. To consider and advise on insurance matters to the Governing Body.
7. To address any Governors issues raised in the school financial management audit.
8. To review the internal financial controls – self audit
9. Review annually best value statement.
10. To prepare the annual SFVS Return
11. To prepare and review a rolling 3/5 year budget projection
12. To undertake an annual benchmarking review of priority areas of expenditure
13. An extraordinary meeting of the Resources Committee will be called by the School Business Manager or Chair of Governors in the light of any significant budget variances.
14. To review and agree the annual CFR report and the Statement of Internal Control in the summer term.

15. To monitor and approve the School Journeys Account and the Private Account annually
16. To be responsible for staffing strategy and structure and be involved in the process for appointment of senior management team posts.
17. To annually review in the Spring term the arrangements for school journeys, day visits and residential visits.
18. To be responsible for succession planning for the GB and recruitment of Co-opted governors for Full Governing Body adoption.
19. To receive assurance from Headteacher each term that the mandatory single central record is up to date for all staff and volunteers.
20. To organize whole governing body training as required but at least every two years on safeguarding.
21. To support the head on staffing issues.
22. To conduct a safeguarding visit termly including a review of the SCR for accuracy.
23. To advise the governing body on priorities for the maintenance and development of the school's buildings and site which are clearly linked to educational outcomes. This includes establishing and reviewing a Site Development Master plan
24. To review the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
25. To oversee the preparation and implementation of contracts.
26. To ensure that the school complies with health and safety regulations.
27. To ensure any necessary liaison with the Local Authority on school capital matters.
28. To be responsible for the policies set out in the School Policy Monitoring Schedule for Resources Committee

### **Reporting to Governing Body**

The chair will take questions from all governors at FGB meetings from the minutes issued, taking confidentiality and sensitivity into account.

### **Headteacher Accountability**

To conduct an annual self audit of financial controls to ensure that financial management systems comply with LA guidance and report to Resources Committee.

To ensure that all the policies are available to all members of staff and, where appropriate, on the school website.

To recruit staff using safer recruitment processes to fill vacancies in the agreed staffing structure. All senior leadership posts will have a recruitment panel including a Governor not employed by the school.

Appendix 1  
Policy Review Schedule