

## **Terms of Reference Resources Committee**

- Membership** : At least three governors plus the Headteacher (who is a governor and counts as such in terms of being quorate). In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.
- Quorum** : Three governors, in addition the meeting will not take place unless the Headteacher or her/his representative is present.
- Chair** : To be appointed by the governing body at its first meeting in the Autumn term, to continue in office until the first meeting of the Governing Body in the following Autumn term.
- Clerk** : A named individual, who can be a governor (including the Committee Chair) but not the Headteacher, will be appointed by the Governing Body at its first meeting in the Autumn Term.
- Voting** : All governors have voting rights. Associate members may vote in a subcommittee if the full governing body have given them this right and have minuted this decision. They may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil. The chair shall have the casting vote.
- Confidentiality** : Absolute confidentiality must be maintained in respect of any item concerning individuals
- Meetings** : A minimum of one per term in advance of the main governing body meeting, with additional meetings as necessary.
- Reporting back** : A written report will be made to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations where there is no delegation.

### **Remit**

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference;
- To contribute to, monitor and evaluate relevant parts of the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body;
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body;
- To consider the views of students when making strategic decisions that will impact on them;
- To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. To take appropriate action on any other relevant matter referred by the governing body;
- Have oversight of finance, staffing and premises;

- Ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money;
- Keep under review the scheme of delegation in financial matters including the level of delegation to the Headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- Prepare and present to the governing body for ratification an annual budget reflecting priorities in the School Improvement Plan;
- Monitor the budget (and any other devolved funds) and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations;
- Monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled;
- Agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- Recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- Ensure that the school complies with the General Equality Duty in relation to staff;
- Ensure the school complies with all requirements in relation to safer recruitment;
- Monitor and evaluate the impact of the budget for continuing professional development;
- Draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- Agree the lettings and charges policy for the use of school premises;
- Monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.