

TERMS OF REFERENCE OF RESOURCES COMMITTEE FOR THE GOVERNING BODY OF SPRING MEADOW INFANT AND NURSERY SCHOOL

None of what is set out below overrides the requirement of the Governing Body to observe the Cambridgeshire Financial Regulations and Standing Orders Relating to Contracts as set out in the Cambridgeshire LMS Scheme

1. FUNCTION - Finance

- 1.1. To provide guidance and assistance to the Headteacher and the Governing Body in any matters relating to the Governors' financial responsibilities.
- 1.2. To oversee longer term financial planning and resourcing in the context of the School Development Plan, policies and objectives of the school, and to advise the Governors thereon as appropriate.
- 1.3. To consider each year's Single Plan priorities and planned maintenance of school premises and to recommend an annual budget to the Governing Body for approval.
- 1.4. To monitor spending of official funds against the budget during and after the close of the financial year on a regular termly basis and to report on significant issues to the Governing Body.
- 1.5. To authorise virement (i.e. switches between budget headings) and non-budgeted expenditure decisions – see point 12.
- 1.6. To review, annually, terms of reference, and make recommendation for changes to the Governing Body.
- 1.7. To prepare and monitor procedures for the procurement of products and services, including the evaluation and adjudication of quotations prior to ordering.
- 1.8. Representatives of the resources Committee to meet with Head Teacher and School Finance Officer on a regular basis to look at progress of budget spend and to report to the Resources Committee.

2. FUNCTION – Premises

- 2.1. To inspect the state of the school premises and services and make any recommendations for action to the Governing Body, instruct work and authorise payment. (Refer to Point 13)
- 2.2. To address matters of planned maintenance of school premises and to scrutinise premises' reports.
- 2.3. To assist where possible with designs, layouts and specifications for modifications and repairs.
- 2.4. To oversee compliance with Fire and Safety regulations and the Health and Safety at Work Act 1974 as it may relate to the school premises and its use.

- 2.5. To consider the Health and Safety Policy for the school in light of the above documents and LA Guidelines.
- 2.6. To assist with the evaluation of energy costs and conservation.
- 2.7. To review and amend annually the school's policy on 'Lettings'.

3. FUNCTION - Staffing

- 3.1. Draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, national and local legislation and any contractual agreement made between the LA, the Governing Body, the staff and their unions/professional associations).
- 3.2. Implement the above policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to approval of the Governing Body.
- 3.3. Draft and recommend for adoption a strategic staffing plan and recommend the annual budget for pay and possible staff salary adjustments in line with appraisal and inset developments.
- 3.4. Establish and regularly review Staffing policies and procedures, in particular the following:

Accessibility Plan	Allegations of abuse against staff
Capability of staff	Charging & Remissions
Health and Safety	Governor Expenses
E-safety & Acceptable use	Use of Mobile phones
Sick & Leave of Absence	

- 3.5. Report to the Governing Body on all staff matters which relate to conditions of service.
- 3.6. Advise the Governing Body on all current staffing developments which may affect the school's pay policy or budget.
- 3.7. Determine and monitor the appointments procedure on behalf of the Governing Body.
- 3.8. Set and monitor a training strategy each year to ensure that adequate teaching staff training.
- 3.9. Delegate to the Headteacher all matters relating to the day to day management and supervision of the staff employment at the school. Ensure that Governors on the Staffing committee and other committees which have staffing responsibilities are aware of and understand those responsibilities.
- 3.10. Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- 3.11. Comply with the performance management regulations for teachers.
- 3.12. Form a salary appeals committee when required.

4. MEMBERSHIP

- 4.1. The committee shall consist of not less than five Governors including the Headteacher (or his/her representative).
- 4.2. The committee may appoint such co-opted, non-voting members as agreed by the Governing Body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee.
- 4.3. Other members of the Governing Body may attend meetings of the Finance committee and may contribute to discussions on matters under consideration.
- 4.4. Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.

5. QUORUM

- 5.1. The quorum shall be three Governors of which one must be the Headteacher (or his/her representative).

6. MEETINGS

- 6.1. The committee shall meet termly, or more frequently as may from time to time be required.
- 6.2. Each term the Committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

7. CHAIRMANSHIP

- 7.1. The Chairman and Vice Chairman of the committee shall be elected annually at the first meeting of the autumn term.

8. STANDING ORDERS

- 8.1. The agenda for the meeting shall be distributed at least seven days before the meeting.
- 8.2. Minutes shall be taken as a record of the proceedings and a summary of decisions taken and points for action will be noted on the minutes.
- 8.3. Where there is an equality of votes for and against a particular resolution the chair will have the casting vote.
- 8.4. A report of proceedings of meetings of the Committee shall be circulated with the papers of the next full meeting of the Governing Body.

9. DECLARATION OF INTERESTS

- 9.1. Before dialogue on a matter under discussion takes place any member of the committee with a declared pecuniary interest must, if applicable, withdraw from the meeting.
- 9.2. Staffing - Members of the Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is not greater than the interest of the generality of the teachers at the school,

10. ACCOUNTABILITY

10.1. The Committee shall be accountable to the Governing Body.

11. FINANCIAL RESPONSIBILITIES OF THE HEADTEACHER

11.1. The Headteacher is responsible for the day-to-day management of the school's financial affairs

11.2. The Headteacher is responsible for the preparation of the draft annual budget and should ensure that a copy of the budget as approved by the Governing Body is returned to the LA by May 5 and for the provision of termly budget monitoring information to the Resources Committee together with a copy of the latest Budgetary Control printout.

11.3. The Headteacher is responsible for ensuring that sound systems of internal control, appropriate separation of duties and delegation to other staff are in place, and for ensuring that LA Financial Regulations, Standing Orders for Contracts and Financial Control Standards are complied with.

12. GOVERNING BODY DELEGATION - Finance

12.1. The Headteacher has the power to exercise virement and to make individual non-budgeted expenditure decisions up to the value £2,500.

12.2. A budget holder has the power to make individual non-budgeted expenditure decisions up to the value £500.

12.3. The Resources Committee and the Headteacher, jointly, have the power to exercise virement and to make individual non-budgeted expenditure decisions up to the value £75,000.

13. DELEGATED POWERS – Premises

13.1. The Resources Committee have the power to make individual non budget expenditure of up to £10,000 from the Devolved Budget only.

Approved by the Governing Body on 21st September 23...

Signature of Chair of Governors *David Barker*