



## TERMS OF REFERENCE

### The Wheatley Nursery School & John Watson School Federation

## Resources committee

### GENERAL CONSIDERATIONS

The Committee shall:

1. have the authority to make decisions in the areas listed under delegated powers;
2. form a sub-committee that is a Pay Committee
3. liaise and consult with other committees where necessary;
4. contribute to the School Improvement Plan;
5. consider safeguarding and equalities implications when undertaking all committee functions;
6. draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee);
7. committee meetings shall not be open to the public;
8. any governor shall have the right to attend any committee meeting, except in the case of the Grievance or Appeal committee;
9. the Chair of Governors and the Headteacher shall each be an ex-officio member of any committee to which they are otherwise not appointed and shall receive minutes of every meeting; and
10. the membership and terms of reference of the committee shall be reviewed annually.

### MEMBERSHIP

1. The membership of the committee shall consist of not fewer than three governors who are not staff members plus Headteacher. and one or more governors who are staff members and will be reviewed once a year.
2. As required, other persons may be asked to report to or attend meetings of this committee such as the school's Curriculum Co-ordinator, faculty co-ordinators, etc.

## **QUORUM**

The quorum shall be three in total, comprising at least two governors who are not staff members.

## **MEETINGS**

The committee shall meet at least three times a year and report to full governing body following this.

## **DELEGATED POWERS**

### **Financial policy and planning**

- ❖ To review, adopt and monitor Internal Financial Procedures which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- ❖ To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- ❖ To establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plans, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- ❖ To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plans.
- ❖ To make decisions in respect of service level agreements.
- ❖ To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

### **Financial monitoring**

- ❖ To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- ❖ To receive at least termly budget monitoring reports from the headteacher.
- ❖ To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- ❖ To meet with other committees and provide them with the information they need to perform their duties.
- ❖ Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- ❖ To review, complete and submit the School Financial Value Standard (SFVS) for both schools.
- ❖ To undertake any remedial action identified as part of the SFVSs.
- ❖ To receive and act upon any issues identified by a local authority audit.

### **Staffing**

- ❖ To ensure that the school is staffed sufficiently for the fulfilment of the schools' development plans and the effective operation of the schools.
- ❖ To establish and oversee the operation of the schools' Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.

- ❖ To establish a Pay Policy for all categories of staff.
- ❖ To be responsible for the administration and review of the Pay Policy.
- ❖ To establish and oversee the operation of the schools' Appraisal Policy - including the arrangements and operation of the schools' appraisal procedures for the Headteacher.
- ❖ To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- ❖ To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- ❖ To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- ❖ In consultation with staff, to oversee any process leading to staff reductions.
- ❖ To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- ❖ To monitor reports on allegations against adults working in JWS including those engaged in after school activities

### **Health and Safety/premises**

- ❖ To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- ❖ To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- ❖ To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- ❖ To arrange professional surveys and emergency work as necessary.
- ❖ The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair and chair of governors at the earliest opportunity.
- ❖ To create a project committee where necessary to oversee any major developments.
- ❖ To establish and keep under review an Accessibility Plan and a Building Development Plan.
- ❖ To adopt, review and monitor a Health and Safety Plan
- ❖ To ensure that the governing body's responsibilities regarding litter, refuse and excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable