

## **Resources Committee Terms of Reference**

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Agreed by Full Governing Body December 2019

#### Membership

The membership shall consist of not less than four Governors one of whom must be the Head teacher (or Representative). The Committee shall elect a Chairperson on an annual basis.

#### Quorum

Quorum shall be three members or 51% of the Committee.

#### Meetings

Meetings will be held once a term or as required.

The main function of the committee is to monitor and evaluate processes and procedures linked to; Health and Safety, Finance and Premises. The committee has the authority on behalf of the governing body, to manage all aspects of the budget including virement of funds and emergency action should the need arise. The committee has the responsibility for authorising virements by the Head teacher for amounts above £10,000 but less than £20,000.

#### **In particular, the committee will:**

- In consultation with the Head teacher, approve the first formal budget plan of the financial year, carry out revisions and monitor the budget on a termly basis.
- To review and evaluate an up to date three-year financial plan.
- 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.
- To review the Outturn Report and report any significant variances from the original budget to the Governing body.
- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review and approve the charges and remissions policies and expenses policies and best value statement
- To make decisions in respect of service agreements, contracts and insurance
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To review, monitor and approve the Governors' Expenses scheme under delegation
- To review and agree policies relating to the committee responsibilities as delegated by the Governing body

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To review benchmarking data on an annual basis
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To oversee arrangements for repairs and maintenance
- In consultation with the Head teacher and the Finance Committee, to oversee premises-related funding bids
- To review and update the Asset Management Plan
- To review and update the Accessibility plan
  - To ensure risk assessments are carried out for the premises and ensure that the results of these are actioned and reported

To be reviewed annually by the Full Governing Body.