

Wheelwright Lane Primary School Resources Committee

TERMS OF REFERENCE

QUORUM : The quorum for the Resources Committee meeting is a minimum of three governors - with staff governors always in the minority.

FINANCE

- In consultation with the headteacher, to draft any budget plans for the financial year and to recommend them to the governing body for approval.
- Establish and review ordering and payment systems.
- To monitor income and expenditure against budgeted plans and report termly to the governing body, drawing attention to significant anomalies from the anticipated position.
- To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate.
- To make recommendations to the governing body regarding decisions due to be taken by the governing body that have financial implications to ensure economy, efficiency and effectiveness of resources.
- To assess different expenditure proposals put forward and recommend priorities to the governing body.
- In consultation with the headteacher, agree any transfer of funds between budget areas from £5,000 to £15,000. Amounts above £15,000 to be approved by the governing body.
- In consultation with the headteacher, and in accordance with the Procurement Code of Practice for Schools, Schools Financial Standing Orders and School Contract Standing Orders, to approve contracts to be entered into up to the value of £5,000 whether for goods, services or works.
- To ensure that the school's procedures comply with Local Authority requirements including the Scheme for the Financing of Schools, Procurement Code of Practice, Schools Financial Standing Orders and Schools Contract Standing Orders, and that they are reviewed periodically.
- To recommend to the governing body the school's charges and remission policy and expenses policy, and to keep those under annual review.
- To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds.

- To ensure that the school fund and other voluntary funds are properly audited annually for presentation to the governing body.
- To receive and respond to reports from the Local Authority's auditors.
- To keep an up to date register that lists for each member of the governing body, the headteacher and any member of school staff with budget management responsibility, any business interests held by them or any member of their immediate family.
- To approve the writing off of irrecoverable debts up to £500 and the disposal of surplus and damaged equipment.
- To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff.

STAFFING/PERSONNEL

- To develop, review and oversee the implementation of the governing body's personnel policies, including recommendations for the adoption of, and amendments to, Local Authority policies.
- Recommend staff complement.
- To oversee the appointment of all members of staff on administration and teaching assistant level and above (except head and deputy)
- To draft on behalf of the governing body and review annually, the school performance management policy for all staff.
- Agree and monitor a training strategy for teachers, support staff and governors.
- To approve applications for early retirement, secondment and leave of absence not covered by local agreements.
- To draft and review, in consultation with the headteacher and staff, a policy on absence management for the approval of the governing body.
- To carry out staff-related tasks as delegated by the governing body.

PAY

To receive and agree recommendations from the headteacher relating to the pay of all members of staff, including that of headteacher and deputy headteacher, in line with legal requirements.

HEALTH AND SAFETY

- To carry out the governing body's responsibilities in relation to Health & Safety, including recommending a draft Health and Safety policy statement

to the governing body and providing regular reports to the governing body on the monitoring of health and safety.

- Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk.
- To carry out the governing body's responsibilities in relation to the security of school premises and equipment.
- To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow out the procedures as laid down in the Local Authority's Off-Site Activities guidelines.

PREMISES

- To make arrangements for governors to inspect the premises on a regular basis.
- Prepare annual programme of repairs and maintenance.
- Agree level of maintenance service the school will buy from service providers.
- Research and be involved in drawing up an Asset Management Plan and Accessibility Plan for the school.
- Research and keep under review the opportunities (and challenges) from developing as an Extended School.
- To recommend a hiring/lettings policy to the governing body and to oversee its implementation.
- To carry out any other premises-related tasks as delegated by the governing body.

HEADTEACHER'S PERFORMANCE REVIEW

To oversee the work of the governors appointed by the governing body, to carry out its' functions relating to the performance review of the headteacher.

PECUNIARY INTERESTS

To ensure that any pecuniary interests are declared at each meeting by everyone present.