

Bishop Wood School

Terms of reference – resources committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To report back and make recommendations for action to the full governing body for matters within its terms of reference.
- To contribute to the School Improvement Plan.
- To form and oversee ad hoc project committees as required for specific matters within its terms of reference, for example major building developments.
- When undertaking all committee functions, to consider the implications for the welfare and educational needs of all pupils, having due regard for safeguarding responsibilities and equalities legislation.

Membership & Quorum

- Membership of the committee is open to all governors.
- The full governing body may appoint non-governors to serve on the committee for a period of a year, which is renewable indefinitely.
- The full governing body will establish the membership with due regard for the skills relevant to the work of the committee.
- The quorum for all meetings is three governor members of the committee.

Meetings

- The committee will hold two meetings a term.
- The Committee meetings will not be open to the public but minutes shall be made available, except for Information relating to a named person or any other matter that the committee considers confidential.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be tabled for approval and signature at the next committee meeting and 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).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Policies

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers
- Policy Review Responsibilities:
 - Financial Procedures Manual.
 - Charging and Remissions policy.
 - Lettings Policy
 - Debt Recovery Policy
 - Anti-bribery Policy
 - Building Development Plan.
 - Pay and Performance Policy
 - Health and Safety Policy
 - Asbestos Management
 - Fire - Emergency Evacuation
 - Maintenance requirements
 - Physical Security & Visitor Control
 - Risk Assessments
 - Emergency response plan
 - Accessibility Plan/Policy
 - Governors Allowances
 - Disciplinary Policy
 - Flexible Working
 - Shared parental Leave Policy
 - Leave of absence Policy
 - Alcohol, drugs and gambling at work policy
 - HR Redundancy & Restructuring
 - Capability Policy
 - Health and attendance policy (*staff*)
 - Grievance
 - Whistleblowing
 - Bullying & Harassment
 - Probationary Policy

Financial policy and planning

- To review, adopt and monitor the Financial Procedures Manual, which includes the Schedule of Financial 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 the Charging and Remissions policy.
- To assist in drafting and reviewing a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (as applicable) the Local Authority regarding future years' budgets, within the constraints of available information.
- To assist in drafting and propose to the full governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.

- 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 and Performance Appraisal Policy and as recommended by the headteacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated (general) and devolved (designated such as Pupil Premium) 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. *NB: should be included in job description of committee chair.*
- To liaise as appropriate with other committees and provide them with the information they need to perform their work.
- Subject to the Schedule of Financial Delegation, to approve any budgetary adjustments (virements) that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit to the full governing body for approval the School Financial Value Standard (SFVS).
- To undertake any remedial actions within the remit of the Committee, which have been identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Premises

- To provide support and guidance for the full governing body and the headteacher on matters relating to the maintenance and development of the premises and grounds, with particular reference to the School Improvement Plan, and Health and Safety requirements.
- To ensure that regular inspections take place and that the relevant reports are received identifying any issues, as follows:
 - an annual health and safety inspection of the premises and grounds takes place.
 - a quinquennial general inspection, to ensure good stewardship of the site.
- To inform the full governing body of the inspection reports noted above and set out a proposed order of priorities for maintenance and development, for the approval of the full governing body.
- To authorise professional surveys and emergency work as necessary as specified in the schedule of delegated authority.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.

- To review and monitor the Staff Pay and Performance Appraisal Policy, for recommendation to the full governing body. This covers all categories of staff including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To monitor the work of the Pay Committee.
- To monitor compliance with staffing procedures (including recruitment procedures) follow equalities legislation.
- To carry out reviews as directed by the full governing body of procedures for dealing with staff discipline and grievances and make recommendations to the full governing body for approval.
- To monitor approved procedures relating to staff capability and conduct, including disciplinary and grievance procedures and ensure that staff are kept informed of these.
- To recommend to the full governing body staff selection procedures, ensuring that they conform with the school's Safer Recruitment Policy and Procedure, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.