

Resources Committee 2024/2025

Terms of Reference and Standing Orders

1.Membership

The following full governors are members:

The membership of the Committee will be decided by the Full Governing Body on an annual basis.

Where the headteacher is a governor, they will automatically be a member of the Committee. Where the headteacher is not a governor they will have a right to attend all meetings of the Resources Committee.

The Committee will elect a chair from their membership at the first meeting of each academic year.

The Full Governing Body will appoint a clerk to the Resources Committee, who cannot be the headteacher. The clerk can be a governor and can be, but is not required to be, a member of the Resources Committee.

2.Quorum

The headteacher plus two members of the Committee.

3.Meetings

Meetings will be held regularly and at least once each term, as required. The chair of the committee or the clerk, if requested by the Chair, will give one week's notice of the agenda and any supporting papers to the Committee when convening a meeting. The chair of the Committee or the clerk, if requested by the Chair, will convene the meeting, take and circulate the minutes.

A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

4.Chairmanship

Isleham Primary School are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment.

If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

5.Partnership with the headteacher

In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

6.Minutes

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting.

7. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

1. In consultation with the headteacher, to draft the formal budget to deliver the priorities in the School Development Plan.
2. To review the allocation of any targeted funding and its impact to improve learning, such as pupil premium and ensure that this is reported annually on the school website.
3. 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.
4. To approve transfer between budget headings (virement) within agreed limits of £3,000.00
5. To annually complete the School Financial Value Statement, for the Chair to sign and submit to the local authority.
6. As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise expenditure not in excess of £2,500 and authorise virement of an amount of money not in excess of £50,000.
7. To make decisions in respect of service agreements.
8. To review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the RAP and improving the learning of all pupils.

Isleham Primary School are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment.

9. To review the Pay Policy and Performance Management Policy for all categories of staff and to be responsible for its administration and review.
10. To oversee the appointment procedure and safer recruitment for all staff.
11. To oversee the process leading to staff reductions.
12. To keep under review staff work life balance, working conditions and well-being, including the monitoring of absence.
13. To approve the writing off of irrecoverable debts up to £15 and the disposal of surplus and damaged equipment.
14. To enter into contracts (above set financial limit).
15. To establish and review ordering and payment systems.
16. To set a charging and remissions policy.
17. To receive, and where appropriate respond to reports from the Local Authority's auditors.
18. Ensure that school meets Financial Management Standards.
19. To draft/amend and review whole school pay policy.
20. To decide on recommendations relating to the pay of all members of staff.
21. When required to dismiss the headteacher (NB the Full Governing Body must act through a Dismissal Committee)
22. To implement the performance management programme of the headteacher.
23. To end the suspension of any member of staff.
24. To approve applications for early retirement, secondment and leave of absence not covered by local agreements.
25. To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan.
26. To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the School Development Plan.

Isleham Primary School are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment.

27. To obtain buildings insurance – GB to seek advice from Local Authority, diocese or trustees where appropriate.
28. To approve hiring policy and charges.
29. To ensure all statutory information relating to resources, for example the accessibility plan and arrangements for meeting the needs of children with SEN are published on the school website.

In addition the Committee will:

Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.

Contribute to governing body and school self-review with particular reference to OfSTED Self Evaluation Form, *the* SEF.

Plan, monitor and evaluate appropriate sections of the School Development Plan-

Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.