

Resources Committee

Terms of reference:

FINANCE CRITERIA

- In consultation with the Headteacher, to agree draft budgets, for approval by full governing body
- To establish and maintain an up to date 3 year costed financial plan in line with the SIP
- To review a quarterly budget report including virement decisions and predicted year end outturn, at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To approve annual statement of all the school's voluntary/private back accounts
- Ensuring that there is a financial procedures manual containing information and a description of financial systems and procedures, including budget setting process and budget monitoring arrangements
- Forecasting likely future pupil rolls and income levels
- Ensuring accounts are properly finalised at year end and reviewing outturn. Agree the year end statement for approval by the full governing body
- Evaluating the effectiveness of financial decisions
- Consideration of annual benchmarking information
- Approving annual best value statement
- Agreeing the annual Statement of Internal Control for approval of governing body
- Consider the final internal audit report and agree the action plan prepared by Headteacher and School Business Manager
- Agreement of the school financial management framework, including financial regulations and annual update of same for agreement by governing body
- Approving writing off of debts up to £1,000 and recommending write offs over £1,000 to governing body
- Ensuring an inventory is maintained of all assets in excess of £1,000 including an annual physical check. Property should be security marked where appropriate
- Approving disposal of assets up to £1,000 and recommending disposals in excess of £1,000 to governing body
- Agree cheque signatories
- To ensure that the school operates within the Financial Regulations of the Local Authority
- To ensure that the school complies with the Financial Standard in Schools
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To prepare financial statements for inclusion in the school profile
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To recommend for approval the Performance Management Policy and Procedures.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- Ensuring in conjunction with the Headteacher that:
 - Salary payments are only made to school employees
 - Salary payments are made in accordance with appropriate conditions of employment
 - Salary payments are only made for services provided to the school
 - Appropriate deductions are made (Tax, NI)
 - Payroll changes are accurately recorded and promptly processed

PREMISES CRITERIA

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan

PERSONNEL CRITERIA

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

*The Headteacher Performance Management Review Group could be formed from this committee, but its members should have received the appropriate training.

Disqualification –

Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Operational Matters for the Resources Committee

Membership (see attached)

Quorum Minimum of three

Schedule of meetings Termly