

Southbourne Infant School

RESOURCES COMMITTEE - TERMS OF REFERENCE

This committee reviews Finance, Health & Safety and Premises

PURPOSE

The Resources Committee is a sub-committee of the School's Governing Body set up to monitor and review the school's Finance, Health & Safety and Premises and to ensure that practice and policies are positively contributing to the school's mission, ethos and improvement plan.

MEMBERSHIP

Up to 7 Governors

QUORUM

3 School Governors

MEETINGS

The emphasis of the meetings is upon reviewing the school's Finance, Health & Safety and Premises practices and planning next steps, as described in more detail below.

In practical terms:

- Meetings are held at least once a term, and three times a year.
- A chair is appointed by the Committee
- The Clerk will draft an agenda in liaison with the Chair and Head Teacher, this is then sent out at least 7 days prior to the date of the meeting along with any relevant documents.
- Minutes are to be circulated to the full Governing body in advance of Full Governing Body meetings.
- The Clerk to the Full Governing Body will take minutes.
- A standing invitation is open to the Full Governing body.
- Staff, observers and/or other people can be invited to the meeting as the committee requires.

KEY RESPONSIBILITIES

The Resources Committee will **ensure** that they

Finance

1. Review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, headteacher and other nominated staff.
2. Review, adopt and monitor all additional financial policies, including a charging and remissions policy.
3. Receive regular reports from the Business Manager on expenditure and income and budgetary projections
4. Where possible to establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central

government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.

5. Agree and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
6. Make decisions in respect of service level agreements in consultation with Bursar and Headteacher.
7. That sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
8. Agree the level of delegation to the headteacher for the day-to-day financial management of the school:-
 - The Headteacher can spend up to 5K
 - The Resources committee can spend 5K to 10K
 - Full Governing Body approval required for anything over 10K
9. Approve transfer between budget headings (vierments) within agreed limits:-
 - Less than 2K by the Headteacher
 - 2K – 5K Resources Committee
 - Above 5K Full Governing Body
10. Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
11. Report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early stage.
12. Liaise with other committees and provide them with the information they need to perform their duties.
13. Review, complete and submit the School Financial Value Standard (SFVS).
14. Undertake any remedial action identified as part of the SFVS.
15. Receive and act upon any issues identified by a local authority audit.

Health & Safety

16. At least annually inspect the grounds and premises and prepare a report on their condition.
17. Ensure the appropriate preparation and implementation of a Premises Development Plan which details the annual programme of repairs, maintenance and improvements.
18. Report on the financial implications and monitor the implementation of the plan.
19. Agree the level of delegation to the Head Teacher for the day to day responsibility for the premises.
20. Agree major capital works and improvements.
21. Ensure self-help procedures are followed for mechanical, electrical, new build and improvement works.
22. Ensure that whenever maintenance or improvement work is carried out, investigations are undertaken to check for asbestos containing materials in the area of work.
23. In accordance with the Special Educational and Disability Act 2001 ensure the preparation, regular review and revision, where necessary, of a written Accessibility Plan to;
 - Increase the extent to which disabled pupils can participate in the curriculum.
 - Improve the physical environment of the school to increase participation of disabled pupils.
 - Improve the delivery of information.
24. Receive reports on the necessary risk assessments for Health and Safety,

- Security and Fire by ensuring they comply with West Sussex procedures.
25. Monitor the use of on-site environmental facilities and their impact on teaching and learning.
 26. Agree the level of maintenance service the school is able to purchase from the service providers.
 27. Monitor the letting of contracts for maintenance and improvement works in accordance with budgetary limits.
 28. Ensure the security of the school premises and fire safety measures, including the alarm systems and fire drill.
 29. Ensure the school complies with Health and Safety regulations.
 30. Monitor the use of gas, water and electricity services.
 31. Ensure adequate premises insurance.
 32. Ensure all relevant safeguarding measures are in place and regularly reviewed

ACCOUNTABILITY:

1. Committee members are responsible for reporting back to full Governing Body meetings.

REVIEW:

2. To ensure the effectiveness of the work of the committee the terms of reference will be reviewed on an annual basis.