

Springhallow School



Pathways to adulthood

Terms of Reference: Resource Committee

Committee with oversight for this policy – Resource	
Policy last reviewed by the Finance & Premises Committee	10/11/2023
Policy last ratified and adopted by the Full Governing Body	23/11/2023
Policy / Document due for review	Autumn 2024

RESOURCE COMMITTEE - TERMS OF REFERENCE

Membership

The committee shall consist of a minimum of three members, in addition to the Headteacher and School Business Manager, nominated by agreement at the Governing Body meeting held in the Autumn Term.

Membership of the Governing Body not directly in membership with the committee may attend and take full part in the meeting/s.

Members of the school's Senior Leadership Team are invited to attend all meetings and be involved in discussions where relevant.

Quorum

To elect the Committee Chair and Vice Chair: Three members, including the Headteacher or Deputy Headteacher but excluding the nominee.

To conduct the normal business of the committee: Three members, including the Headteacher (or Deputy Headteacher in the Headteacher's absence).

Meetings

The Committee will meet at least once per term and will follow the committee's work programme (as agreed on an annual basis). Additionally, the Chair of the Resources Committee will conduct monitoring visits with the School Business Manager.

The agenda and any supporting papers to be agreed by the Headteacher and Committee chair and sent to members 5 days before the scheduled meeting.

Minutes of the meeting to be prepared by the nominated clerk and agreed with the committee chair prior to circulation to all committee members.

The minutes will also be tabled as an agenda item at the next meeting of the Full Governing Body for information.

Roles and responsibilities

To elect Vice Chair of the committee at the first meeting of the academic year.

Finance

- To discuss matters relating to the management of all funding received from DofE and the LA.
- To formally review the financial position of the school including cost effectiveness, value for money and details of significant variances from budget.
- To review and recommend the annual budget to the Full Governing Body.

- To consider details of any potential future developments or policy modifications which may have financial implications for the school.
- To annually review the limits within the scheme of delegation detailing financial control.
- To review and agree policies to ensure all appropriate financial practices are in place to meet reporting and audit requirements (as set out within the Policy Planner).
- To ensure that all staff who hold responsibility for financial administration receive appropriate training.
- To set a balanced budget to meet the needs of the school.
- To review Service Level Agreements.
- To review annual SFVS return.

Health and Safety & Safeguarding

- To review and approval of health and safety policies and guidance.
- To ensure compliance with statutory duties relating to the Health and Safety of the site and premises and in line with safeguarding requirements.
- To ensure that regular fire evacuation tests are undertaken.
- To monitor records of any accidents.
- To ensure that the school and surrounding environment are fit for purpose.
- To monitor the maintenance and repair of the buildings and grounds.

Reporting to the governing body

Minutes of the committee meeting will be made available to the full governing body meeting.

All matters that are legal requirements must be taken to the full governing body.