



Milford Primary School

Care, Share, Respect, Learn!

MILFORD COMMUNITY PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE RESOURCES COMMITTEE

MEMBERSHIP AND ADMINISTRATION

The membership of the Resources Committee will be six members, subject to an annual review by the Governing Body. The Headteacher will be a member of the Committee either as a governor, or as an associate member if they have chosen not to be a governor.

The Resources Committee will meet at least once every two terms (based on the Derbyshire model of six terms per year). Additional meetings will be held as and when required.

The quorum will be 3 members (this includes the Headteacher in the capacity of Associate Member of the committee).

The committee will elect a Chair biennially (a Governor who is employed at the school cannot be elected Chairperson).

The Clerk to the committee will ensure minutes, including decisions and action points, are taken at each meeting, and forwarded to the Chair of the Committee for approval within ten calendar days of the meeting taking place. Once agreed the minutes will be circulated to the whole governing body prior to the next FGB meeting.

The Chair of the Resources Committee will respond to any questions raised at the FGB meeting concerning the work of the committee.

The Committee will liaise with other committees and will invite members of other committees to attend its meetings should this be deemed appropriate.

TERMS OF REFERENCE - BUDGET

- To engage in strategic financial planning and to determine the school's financial priorities through the School Development Plan;
- To recommend for approval the final budget to the full governing body;
- To receive termly budget monitoring reports and monitor the school's actual financial performance compared with budgeted priorities and cash flow and take remedial action as necessary. Such action will be reported to the full Governing Body at the next meeting;
- To make decisions on requests from other committees that will have an impact on the school's financial position;
- To ensure recommendations from school audits are properly implemented;
- To review annually the school's Financial Regulations and Procedures and Scheme of Delegation;
- To ensure the school has appropriate internal financial controls in place;
- To review appropriate financial benchmarking data in order to compare the school's financial performance with other similar schools;
- To annually review all on-going contracts (including LA contracts);
- To ensure funding from the LA and other sources is used only in accordance with any conditions attached;
- To ensure the Register of Business Interests is kept up to date;
- To set up and monitor a Governors' Expenses Scheme;
- To complete annually competence matrices and identify and pursue any training needs arising; and
- To ensure the school is complying with the Schools' Financial Value Standards (SFVS).

TERMS OF REFERENCE – POLICY APPROVAL

- To review and approve annually any policies with financial implications in accordance with the annual review plan.

TERMS OF REFERENCE – BUILDINGS AND HEALTH AND SAFETY

- To monitor and approve any lettings in accordance with the appropriate policy;
- In consultation with the Governor(s) responsible for Health and Safety to review regularly the condition of the school buildings and prepare a properly funded annual maintenance plan to ensure they are kept in good order;
- To make recommendations to the full Governing Body for any development works necessary so these can be identified in the Financial Plan; and
- In respect of the above to ensure necessary tendering arrangements are carried out and make recommendations to the full Governing Body on the award of contracts if the cost of these exceed the limit which the Resources Committee is allowed to authorise.

TERMS OF REFERENCE – PERSONNEL

- To create a staffing structure and review annually;
- To monitor staff appointments in relation to the staffing structure and the school's budget;
- To deal with staff complaints once escalated from the Headteacher or those concerning or made by the Headteacher;
- To act as the governor committee responsible for staff disciplinary procedures; and
- When acting to fulfil its personnel duties, the committee will allow the Headteacher to attend this part of the meeting in an advisory capacity only and will not grant them any voting rights. This applies to any other members of the committee who are staff members.

Date: 12th September 2023

Signed:

Chair of Policy Committee

Date for review: Autumn 2024