

**COPNOR PRIMARY SCHOOL
RESOURCE COMMITTEE
TERMS OF REFERENCE**

1. Membership

- 1.1. The membership should consist of no fewer than 5 members

2. Quorum

- 2.1. The committee shall be quorate when 3 of the members attend provided that at least one is a non-staff governor.

3. Meetings

- 3.1. The committee shall normally meet termly unless more are required to support financial or personnel issues.
- 3.2. Minutes should be taken of all meetings and be signed by the committee chair and filed.

4. Functions

- 4.1. In conjunction with the Headteacher, to draft the first formal budget plan of the financial year in accordance with the priorities identified in the School Development Plan.
- 4.2. To establish and maintain a 5 year financial plan.
- 4.3. The Chair to monitor the budget plan on a half termly basis and report to the committee termly.
- 4.4. Present an annual review of the budget to the Governing Board and advise of any adjustments.
- 4.5. To ensure the school operates within the LA's Financial Regulations.
- 4.6. To annually review policies in relation to charges and expenses.
- 4.7. To make recommendations to the Governing Board in respect of Service Level Agreements.
- 4.8. To make decisions on recommended expenditure from other committees.
- 4.9. To prepare financial statements for the Annual Report to Parents.
- 4.10. To determine, in liaison with the Pay and Performance Committee, whether sufficient funds are available for pay increments.
- 4.11. To delegate authorisation to the Headteacher to approve the limit of expenditure items up to £5,000 from uncommitted funds. Over this limit must be with consultation with the committee and approval sought from the Governing Board.
- 4.12. To review the staffing structure annually.

- 4.13. To establish and review a Pay Policy for all staff and be responsible for its administration.
- 4.14. To approve the implementation of staff recruitment and selection policies.
- 4.15. To monitor and evaluate the implementation of Continuing Professional Development and Performance Management Policies.
- 4.16. Monitor and evaluate the school and governor training programmes.
- 4.17. Oversee the process leading to staff reductions in liaison with the Governing Board.
- 4.18. Develop, monitor and evaluate the implementation of Workforce Reform.
- 4.19. Monitor staff absence.
- 4.20. To consider any appeal against decisions made within the finance and Personnel areas.
- 4.21. To advise and assist the Headteacher and Governing Board on matters relating to the maintenance provision, development and safety of the school premises and site.
- 4.22. To conduct an annual review of the premises and site to identify issues for inclusion in the School Development Plan.
- 4.23. To monitor the health and safety aspects of the premises and site.
- 4.24. To consider and advise on the long term need for space in relation to pupil numbers and curriculum developments.
- 4.25. To monitor the running costs of the premises and recommend possible savings.
- 4.26. To review any contracts and service level agreements connected with the premises and site and make recommendations to the Governing Body.
- 4.27. To monitor lettings of the school premises.
- 4.28. To receive and respond to information or regulations concerning the site or buildings.
- 4.29. To receive and respond to information and training regarding school estate matters.
- 4.30. To review and update policies concerning estates, including Fire and Health & Safety Policies.
- 4.31. To complete the annual School Financial Value Standards (SFVS) for submission to the full Governing Board for approval.

5. General

- 5.1. Any governor has the right to attend any committee meetings but without the power to vote.

6. Responsibilities of Resources Committee

- 6.1. To assist in the preparation of the annual budget for the school.

- 6.2. To review quarterly budgets and reports prepared by the Bursar, and report to the Committee on income and expenditure of the school on a regular basis.
- 6.3. To provide such information as required by the Auditors.
- 6.4. To be responsible for signing the annual accounts, ensuring that they are properly represented and ensuring records relating to the accounts are maintained.
- 6.5. The Chair to arrange for the Health & Safety Link Governor to carry out a termly walkabout.