

CLEDFORD PRIMARY SCHOOL AND GAINSBOROUGH PRIMARY AND NURSERY SCHOOL RESOURCES COMMITTEE TERMS OF REFERENCE

Membership:	Not less than four members.
Quorum:	Three governors excluding the Federation Head and any other employee of the school.
Meetings:	Once per term for each school, or more frequently if deemed necessary by the majority of members.
Chair:	Non-employee to be elected by the committee.
Accountability:	The committee will report back to the Federation Governing Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

The School Business Manager will be present at all meetings to provide financial and procedural updates and information to the committee. Any formal voting rights for the SBM will be delegated by the Full Board at the beginning of each academic year.

TERMS OF REFERENCE:

FINANCE:

To provide guidance and assistance to the Federation Head, School Business Manager and the Federation Governing Board in all matters relating to budgeting and finance as follows:

- In consultation with the Federation Head and Schools Business Manager to review and agree the annual budget, targeted at the delivery of the School Delivery Plan, and recommend to the FGB for approval.
- To approve the final budget plan of the financial year and submit this to the Schools Finance team within the appropriate deadline. To consider the impact of pupil number forecasts on the school's future funding
- In consultation with the Federation Head and Schools Business Manager, to establish and maintain an up to date 3 year financial plan
- To monitor the income and expenditure of all official funds (i.e. fully delegated and earmarked funds) and report the financial situation to the Governing Board each term
- To consider a budget position statement, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the Federation Governing Board
- To review termly the expenditure versus budget and report any significant variances to the Federation Governing Board
- To ensure that the school operates within the Financial Regulations of the Local Authority
- To ensure the adequacy of the internal financial control framework within the schools by taking a recommendation to the Federation Governing Board for approval in relation to the Statement of Internal Control, Best Value Statement and Scheme of Delegation within the Manual of Internal Financial Procedures
- To review and agree for submission the SFVS documentation as required and agree an action plan and timetable and to recommend the document for formal approval to the Federation Governing Board annually

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- To complete the self-evaluation of Federation Governing Board competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis
- To consider recommendations from other committees, which have financial implications and to provide advice to the Governing Board accordingly
- To monitor expenditure of all voluntary funds kept on behalf of the Federation Governing Board
- To review annually the school's charging policy and the adequacy of the schools' insurance, to agree service agreements, contracts and insurance (buildings and public liability) and make recommendations to the Federation Governing Board accordingly
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher/Appraisal and Pay Progression Committee (APPC)
- To be responsible, in conjunction with the Staff Appraisal and Pay Progression Committee, for determining dismissal payments/early retirement
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory
- To review and approve the charges and remissions policy and expenses policies annually
- To review and agree policies relating to Finance as delegated by the Federation Governing Board
- To consider a Financial Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To review benchmarking data on an annual basis
- In the event of a situation arising where the school will incur unnecessary cost or financial penalties in the interim period between meetings the Chair and another non staff committee member to have authority to make decisions on behalf of the committee (see delegation of responsibility to individuals)

PERSONNEL:

- To agree the staff complement
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis
- To review job descriptions for senior staff as appropriate and recommended by the Head of School
- To oversee the process leading to staff reductions.
- To review and agree policies relating to personnel as directed to them by the Federation Governing Board (the following list is not exhaustive):
 - Redundancy
 - Grievance
 - Conduct and Discipline
 - Capability and Ill Health (including absence monitoring)
 - Premature Retirement
 - Leave of Absence
 - Maternity and Paternity
 - Equal Opportunities
 - Induction

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- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To approve Discretionary Leave of Absence in line with the Policy previously agreed by the Federation Governing Board

PREMISES

While delegating the day to day management to the Federation Head, School Business Manager and Site Management Officer, the committee will nevertheless ensure the following, by delegation to a sub-group consisting of at least four governors meeting once termly:

- To review termly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey'/Asset Management Plan/advice of the LA
- To conduct a site walk of each school at least annually
- To keep under review the Accessibility Plan for the school and to report to Governors on its implementation.
- The Resources Committee will report and make recommendations on:
 - Futures buildings programme
 - The premises development plan
 - The ICT development plan
 - The Asset Management Plan
- To liaise with the Federation Head/SBM to ensure that the school complies with Health and Safety legislation and Health and Safety Policies as follows:
 - monitor the implementation of the agreed Health and Safety Policy
 - ensure risk assessments for all work activities carrying a significant risk to health and safety are in place and reviewed at LA annually or more frequently if appropriate
 - ensure all plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation
 - ensure a full health and safety inspection of premises is carried out termly and recorded on the Health and Safety inspection Report Form, followed up and a copy of the report sent to the Health and Safety Team and to the full Governing Board
 - ensure the recommendations of reports of any health and safety audits carried out by the LA's Health and Safety Advisers are followed up and implemented as recommended
 - check that all accidents, incidents, dangerous occurrences are reported to the LA using Prime Accident Reporting system and on the Accident Report Form provided.
- To review all accident reports at least termly and check that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence
- To ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures issued by the LA specifically:
 - Schools Health and Safety Documentation (available on the Cheshire East website)
 - Risk Management Documents
 - School Visits Policy Document
 - Asbestos Log

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- Regulations for the Use of Vehicles

and that the documents contained in them are consulted on and acted upon.

- To agree on the types of educational visits that Governors should be informed about and to recommend agreement on these to the whole Governing Board.
- To ensure that guidance is available (e.g. from the DfE and/or LA as appropriate) and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To prepare the schools' educational visits policy for approval by the whole Governing Body
- To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the DfE/LA or Governing Board
- To discuss, monitor and review these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Board
- To review the SMO log book termly

Lettings

The committee will oversee and advise on other uses of the premises. These fall into 3 categories:

- Extended School Provision – *Nursery, Breakfast club / After school club*
- Community Use
- Income generation

**These terms of reference agreed by the Federation Governing Board - Autumn Term
FGBM 2017**

To be reviewed by the Federation Governing Board - Autumn Term FGBM 2018