

Resources Committee of Hagley Primary School

Terms of Reference

Membership and quorum

The committee will be appointed by the Governing Body annually and will consist of an elected chair, the headteacher and other nominated governors. Members of the School Finance Team may also be asked to attend committee meetings.

In accordance with part 5 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the committee is only open to no less than three governors.

The quorum of the committee will be half of the number rounded up to the nearest whole.

Authority

The committee is authorised by the Governing Body to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from an employee, with all employees directed to cooperate with any request made by the committee.
- Obtain any outside legal or independent professional advice where it deems it necessary.

Meeting and recording arrangements

- The committee will meet as often as necessary to fulfil its responsibilities and at least once per term. The chair or any two committee members may call unscheduled meetings as long as appropriate notice is given to all members of the committee.
- The clerk to the committee – who also acts as the clerk to the Governing Body – will circulate an agenda and any other relevant documents to the meeting no fewer than seven days prior to the meeting.
- The clerk will take the minutes of the meeting which will then be shared with the committee chair and circulated to the committee members for approval at the following meeting.
- If the clerk is unable to attend the meeting, the committee must appoint a clerk in accordance with the School Governance Regulations, which state that the Governing Body must appoint a clerk, who must not be the headteacher of the school.
- The committee may invite non-members to meetings to assist or advise on a specific matter or issue. These additional attendees will not be entitled to vote on any matters. Any appointed associate members may be given the right to vote; however, only at committee level.
- Every matter to be decided upon will be determined by a majority vote; each member of the committee shall be entitled to one vote. Where there is an equal division of votes, the chair will have the deciding vote.
- A register of attendance shall be kept for each meeting and will be published on an annual basis.

Review dates and terms of office

The committee, their responsibilities and the delegation of responsibilities will be appointed and administered annually by the board and shall hold office from the date of their appointment until their resignation, or their omission from membership of the committee after consideration by the Governing Body, whichever happens first.

The Governing Body will determine the constitution, membership and terms of reference of the committee and review these annually for the duration the committee is required.

Finance

In accordance with the Governance Handbook (2017), all Governing Bodies should, oversee the financial performance of the organisation and making sure its money is well spent. This is the role delegated to the Resources Committee.

Duties and responsibilities:

- To guide and assist the Governing Body and Head Teacher in all matters relating to budgeting and finance.
- To ensure that the school is compliant with the Schools Financial Value Standard (SFVS) on an ongoing basis.
- To report back to the Full Governing Body on matters relating to budgeting and finance.
- In consultation with the Head Teacher, to approve the first formal budget plan of the financial year.
- To oversee the 3-year financial plan (subject to information being available from County) and ensure it links with the School Development Plan priorities agreed with the Governing Body.
- To consider a budget position statement (Governor's template) and financial decisions at least termly and to report significant differences from the anticipated position to the Governing Body.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To annually review the Charges and Remissions Policy and Lettings Policy.
- To make decisions in respect of service agreements and apply the best value in all decisions.
- To make decisions on expenditure following recommendations from other committees.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher.
- To have regard to sustainability issues in all aspects of procurement.
- Ensure the annual review of the school's finance policy.
- To monitor the expenditure under the control of the Governing Body and make a general report to the Governing Body at least once a term, to recommend to the Governing Body priorities for the expenditure of any underspending which might be identified.
- To receive requests from other committees and the Head Teacher for variations in the agreed budget and to make amendments or recommendations as appropriate.
- To carry out on behalf of the Governing Body its functions in respect of other funds or accounts for which it has responsibility.
- To ensure that the appropriate financial procedures are followed in respect of all contracts let on behalf of the Governing Body, including the preparation of specifications and the operation of the tendering process where required, to recommend to the Governing Body any specific arrangements which it may be necessary for it to adopt.
- To be familiar with the Local Authority budget spending plans, formula funding structure and policies for financial delegation.

- To monitor the school budget expenditure (including specific purpose grants) with reference to criteria for receipt of the grant and the annual spending plan. To make reports at least once a term to the Governing Body.
- To ensure that the school has a financial management policy and procedures in place and that these are communicated to all relevant staff.
- To authorise virement from one area of budget spending to another to respond to expenditure needs up to an agreed limit approved by the Governing Body.
- To agree the level of delegation to the Head Teacher for the day-to-day financial management of the school.
- To monitor school fund expenditure and ensure the audit of school funds for presentation to the Governing Body.
- To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services.
- To ensure that the school has effective risk management strategies in place.
- To consider maintenance of the school's inventory and to approve the disposal of inventory items.
- To ensure an annual benchmarking review is completed using WCC CFR return information and consider additional databases/facilities.

Review its own progress on a regular basis, considering its own performance, constitution and these terms of reference to make sure that the committee is operating at its full potential.

Premises

Duties

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises, materials and equipment and health and safety issues for all those employed at the school, children's centre and community centre.
- To oversee the risk register for the school
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance committee on premises-related expenditure
- In consultation with the Headteacher and the Finance committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To have regard to sustainability issues in all aspects of premises decision making
- To apply Best Value in all decisions
- To monitor all Risk Assessments and oversee the site, buildings and facilities for development and maintenance, monitor the asset register and security.
- To receive the Site Premises Team report and to act on recommendations when appropriate.
- To review and monitor the implementation of the lettings policy and the community use of the school.
- To ensure that security measures are effective and recommend improvements where necessary.

- To consider the detailed design, costs and implementation of major works to the school, children's centre, community centre and/or grounds, including refurbishment and rebuilding, and to make recommendations to the Governing Board. (The GB may appoint a working party, with a clear, timed remit, from this committee for specific projects).
- To benchmark Expenditure on premises against other similar school.

Governing Body of Hagley Primary School

Name of Governor/Associate Member		G/A M	Date Appointed to the Committee
Mrs V Payne		G	
Mrs R Core		G	
Mr M Richards		G	
Mrs S Riding		G	
Mr R Tindell		A	
Ms T Rennie		A	
Mr J Bryant		G	
Chair of Committee	Mr J Bryant	Clerk to the Committee	Mrs L Simpson

Quorum 50% rounded up	3 Governors
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Date Committee Established	14 November 2022
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Date of review	Annually September
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