

Terms of Reference Resources Committee

Committee with oversight for this policy – Resources Committee	
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Resources Committee	29/11/2023
Policy last ratified and adopted by Full Governing Board (if appropriate)	05/12/2023
Policy / Document due for review	December 2024

Perivale Primary School

Terms of Reference – Resources Committee

Membership

The committee shall consist of not less than three members nominated at the Governing Board meeting held in the Summer Term. One member will be the Headteacher or their designated representative.

The quorum to conduct normal business on behalf of the Governing Board shall be three members of the committee including the Headteacher or their designated representative.

In the event of it being known in advance that the meeting is going to be inquorate another Governor will be invited to attend the meeting and will have full voting rights for that meeting.

General considerations:

- All Governors are entitled to attend meetings of the committee but will not have voting powers unless they are members of the committee or are asked to attend in order to ensure a quorum.
- The Co-Chairs of Governors shall be ex-officio member of any committee to which he/she is not otherwise appointed.
- Committee meetings will not be open to the public, but the committee reserves the right to invite others to join if for specific topics/occasions deemed appropriate to its remit.
- The Committee has the right to co-opt associate/non-voting Governors where specific skills or knowledge are appropriate to its work.

The committee will have oversight of certain aspects of leadership and management policies in line with the Ofsted inspection framework e.g. leadership and management of safeguarding.

Meetings

- The committee will meet at least once every term.
- Minutes of meetings will be taken and maintained as the full record of its work.
- Detailed minutes including appropriate actions will be produced by the clerk for reporting to the Governing Board and for use in subsequent monitoring of delivery.

Roles and Responsibilities

1. Committee Management

- To elect the chair of the committee from among its members at the meeting of the Full Governing Board in the summer term.
- To review committee membership and terms of reference and recommend them to the Governing Board for confirmation.
- To ensure that key policies within its remit, as detailed in the policy review schedule, are reviewed and amended as necessary.

2. Finance

- To discuss matters relating to the management of all funding received
- To formally review the budget for cost effectiveness and value for money.
- To monitor the budget at every meeting and agree actions as needed.

- To propose the spending limit that the Headteacher can authorise before seeking Governor authorisation.
- To review all appropriate financial practices necessary to meet reporting and audit requirements and to recommend any necessary amendments to the Governing Board
- To monitor appropriate training and development for all staff who hold responsibility for financial administration.
- To propose a budget to meet the needs of the school to the Governing Board.

3. Premises

- To monitor contracts and systems relating to grounds and asset maintenance.
- To discuss matters relating to the fabric of the buildings and site.
- To monitor the implementation of health and safety procedures.
- To review and monitor health and safety issues including the school's procedures for risk assessment.
- To review and monitor the development of the school's facilities including its buildings and grounds.

4. Safeguarding

- To monitor the approach to Safeguarding.
- To review the Single Central Record.
- To ensure compliance with KCSIE.

5. Personnel

- To discuss strategic matters relating to staff including:
 - Staffing structure and any restructuring proposals which meet the changing needs of the school – via the Pay Committee.
 - Performance management arrangements – via the Pay Committee.
 - Changes in staffing including appointments, resignations, and any other departures of staff, for example by reason of redundancy.
 - Conduct of Staff when appropriate.
 - General disciplinary issues including any necessary changes to policies and procedures.
 - Job description/person specifications – via the Pay Committee.
 - Recruitment procedures.

In undertaking this aspect of its work, the committee will take account of the annual DfE School Teachers' Pay and Conditions of Service document.

Reporting to the Governing Board

The chair of the committee is responsible for providing a brief report on actions agreed to the Full Governing Board. In addition, committee meeting minutes will be presented to the next Full Governing Board meeting.

The committee will report on all legal requirements within its remit which must be taken to the Full Governing Board as well as any associated issues that relate to the work of the Full Governing Board.