## **Resources Sub-committee Terms of Reference**

*Adopted from the Terms of Reference recommended by Sheffield LEA*

***To monitor progress on any key issues in the School Development/Improvement Plan which fall within the committee’s remit.***

1. To determine and review financial policy including consideration of long term planning and resourcing.
2. To approve the Annual Budget Spending Plan, ensuring it is consistent with and supports the School Improvement/Development Plan.
3. To act as advisers and consultants to the governing body on financial issues.
4. To be familiar with the Local Authority budget spending plans, formula funding structure and policies for financial delegation.
5. 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.
6. To ensure that the school has a financial management policy and procedures in place and that these are communicated to all relevant staff.
7. To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body.
8. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
9. To review the school’s charging and remission policy on an annual basis and make recommendations to the governing body.
10. To monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body
11. To receive and where appropriate respond to periodic audit reports.
12. To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services.
13. To ensure that the school has effective Risk Management strategies in place.
14. To ensure the schools’ compliance with the *School Financial Value Standard*
15. To annually review the School’s Statement of Internal Controls and bank signatories.
16. To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items.

**Personnel / Staffing**

1. To be aware of and advise the governing body on legal requirements and procedures relating to personnel issues.
2. To ensure the staffing structure, retention and succession planning is suitable to deliver the School Improvement/Development plan objectives.
3. To monitor Continued Professional Development for all staff and its contribution to school improvement.
4. To annually review the school’s Performance Management policy.
5. To decide on procedures for staff appointments excluding Heads and Deputies.
6. To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
7. To be involved in the development of all of the school’s policies relating to personnel matters, including:
   1. Code of conduct
   2. Staff consultation
   3. Equalities
   4. Pay
   5. Leave of absence
   6. Capability, Discipline and Grievance
   7. Safeguarding and Child Protection
   8. Religious Observance
   9. Recruitment and Selection and Staff Retention
   10. Leadership Development and Succession Planning
   11. Staffing reduction procedures
   12. Staff secondment
   13. Adverse weather conditions
   14. Group size of the school (to be reviewed at least once every three years)

and to ensure that systems are in place to make all staff aware of these policies.

1. To annually review the staffing structure and workforce development plan.
2. To be consulted on and to approve job descriptions for the staff.
3. To be responsible for reviewing the Headteacher’s job description should the need arise.
4. To liaise with the finance committee in implementing the current School Improvement Plan in staffing matters.
5. To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance

**Premises, Grounds and Environment**

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, Health and Safety.
2. Annually to ensure inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan to support delivery of a first class curriculum.
3. To propose and approve the costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the finance committee.
4. To oversee the preparation of and to monitor premises services contracts (e.g. fuel/water, cleansing, grounds maintenance)
5. To nsure the school premises meet health and safety requirements.
6. To ensure that governors’ responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
7. To prepare a lettings and charging policy for the approval of the governing body.
8. To contribute towards Accessibility Planning
9. To consider how the use of the school premises may contribute to the development of Extended Services provision.
10. To monitor Risk Assessment procedures
11. To ensure that there is relevant training and guidance for the Caretaker/Buildings Supervisor and/or key staff liaising with building contractors.
12. To consider sustainability in relation to school premises, grounds maintenance and repairs, and when awarding contracts for school improvements and additional facilities.

**Health and Safety**

1. To be familiar with National and Local Health and Safety legislation and guidelines.
2. To participate in the development and review of school Health and Safety policies and to recommend them for adoption by the governing body.
3. To ensure that all statutory and CYPF requirements for the safety and wellbeing of staff and the safe management of school premises and care of pupils are discharged.
4. To ensure that appropriate Risk Assessments are carried out to ensure that activities and premises, materials and equipment used by the school do not present health and safety risks.
5. To ensure that partner providers and other users of school premises have appropriate risk assessments and Health and Safety procedures in place.
6. To ensure that all children are safe and healthy through:
   1. The provision of a secure environment
   2. The establishment and review of a school Food Policy
7. To receive and consider any reports and audits completed by the School’s Health and Safety representatives or the Headteacher/Senior Management arising from general inspection of the school, to identify issues that need to be addressed and to report at least once a year to the governing body.
8. To make recommendations to the finance committee and/or governing body when expenditure is deemed necessary.
9. To act as advisers/consultants to the governing body on Health and Safety matters.
10. To ensure that the school follows CYPFprocedures in respect of permissions to work when carrying out work on premises.

*Agreed by FGB*

*26th Sept 2018*