

## Holy Rosary Catholic Primary School

### Resources Committee Arrangements and Terms of Reference

#### Arrangements

1. The Resources Committee will have a chair and a clerk. The governing body will appoint the chair who may not be the Headteacher or a Staff Governor. The meetings will be clerked by the appointed Clerk to Governors.
2. The **membership** of the committee may include associate members, provided that a majority of members of the Resources Committee are foundation governors. Even if they are not a member of the Resources Committee, the Headteacher is entitled to attend all committee meetings.
3. The **quorum** for the Resources Committee is a minimum of three foundation governors who are members of the committee.
4. **Meetings** will be held at dates and times in accordance with the agreed meeting schedule however should the dates and/or times be changed or additional meetings called as the need arises, then governors will normally be given at least 3 days notice. In exceptional circumstances and agreed with the Chair of Governors or Diocesan officers then emergency meetings may be held at short notice.
5. **Confidentiality:** Meetings of the Resources Committee will not be open to the public. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
6. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
7. The draft minutes of each meeting will be prepared and forwarded to the Chair of the Committee for review within 5 working days of the meeting. The reviewed draft minutes will then be made available through Trust Governor for governors to view within 10 working days of the meeting.
8. The draft minutes will be presented to the next meeting of the full Governing Body by the Chair of the committee (or in his/her absence another member of the committee). Any decisions taken must be determined by a majority of votes of committee members – but no vote can be taken unless a majority of those present are foundation governors.

## Terms of Reference

### General

- To protect the interests of the Bishop in respect of Diocesan Land and Buildings.
- To oversee the efficient and effective use of public money in the best interests of the school.
- To discharge financial responsibilities in line with guidance issued by Staffordshire County Council and the Nottingham Roman Catholic Diocesan Education Service
- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### Financial policy and planning

**In all financial matters the governing body delegates the administration and management of financial functions within the school to the Headteacher with the expectation that the Headteacher will make arrangements for the necessary financial expertise to be accessed to support him/her in managing the school finances.**

1. To review, adopt and monitor a Finance Policy put forward by the Headteacher which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
1. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
2. To review and adopt a three year financial plan put forward by the Headteacher, taking into account priorities of the School Improvement Plan, roll projection and signals from central government, the Local Authority and the NRCDES regarding future years' budgets, within the constraints of available information.
3. To review the draft school budget as prepared by the Headteacher and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
4. To make decisions in respect of service level agreements recommended by the Headteacher.
5. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
6. To ensure that sufficient funds are set aside for financial advice as considered appropriate.

### Financial monitoring

1. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
2. To receive at least termly budget monitoring reports from the Headteacher.

3. To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
4. To meet with other committees and provide them with the information they need to perform their duties.
5. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
6. To review, complete and submit the School Financial Value Standard (SFVS) annually.
7. To undertake any remedial action required of governors as identified as part of the SFVS and to monitor any actions required of school staff as part of the SFVS.
8. To receive and act upon any issues identified by a local authority audit.

## **Premises**

**In all matters relating to Premises and Health and Safety the governing body delegates the administration and management of these functions to the Headteacher in the expectation that the Headteacher will access the appropriate expertise in order that the school's statutory responsibilities are discharged effectively.**

1. To receive reports from the Headteacher, Local Authority and other relevant bodies on all matters relating to the maintenance and development of the premises and grounds, including but not limited to Fire, Water and Health and Safety.
2. To ensure that annual inspections of the premises and grounds as per 1 above take place and a report is received identifying any issues at the earliest opportunity after the inspection or if emergency remedial action is required then the committee is informed immediately.
3. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. To arrange professional surveys and emergency work as necessary.
5. The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the Chair of Governors at the earliest opportunity.
6. To establish and keep under review an Accessibility Plan and a Building Development Plan.
7. To review, adopt and monitor a Health and Safety policy.
8. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

## **Staffing**

**In all staffing matters and appointments with the exception of the appointment of the Headteacher, the governing body delegates the administration and management of the process to the Headteacher with the expectation that the Headteacher will access the necessary expertise**

**in order to effectively discharge these responsibilities. The governing body will monitor and receive reports:**

1. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
2. To establish and oversee the operation of the school's Performance Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
3. To establish a Pay Policy for all categories of staff and review the Pay Policy.
4. To monitor and review evidence provided by the Headteacher relating to the registration, assessment and certification of NQT teachers in the school.
5. To ensure that staffing procedures (including recruitment procedures) follow Safer Recruitment and equalities legislation.
6. To adopt as notified by CES the CES procedures for dealing with staff discipline, capability, appraisal, sick absence and grievances.
7. To review the staffing structure against the budget and where necessary instruct the Headteacher to instigate any process leading to staff reductions taking advice from the school's HR Adviser.
8. To review arrangements for staff training, receive reports on the impact of staff training and allocate budget resources to staff training where appropriate.

July 2017