



PINNER WOOD SCHOOL

RESOURCES COMMITTEE

TERMS OF REFERENCE

Committee Membership

- The Committee will comprise at least 5 governors including the Head Teacher.
- **Chair:** Ophélie Barbet
- **Vice Chair:** Andrew Mortimer
- **Head Teacher:** Sarah Marriott
- **Clerk:** Gaynor Harrison
- **By invitation:** Michelle Grace, the School Business Manager (non-voting member)

Meetings and Quorum

- The Committee will meet a minimum of twice per term.
- In the absence of the Chair at a meeting, the Resources Vice Chair will act as chair for that meeting.
- The Committee may invite non-governors to attend but in a non-voting capacity.
- The quorum for meetings of the Committee is 3 governors.
- The meeting will not take place unless the Head Teacher or her representative is present.

Reporting

- Minutes will be taken at each meeting and circulated promptly to all members of Governing Body.
- Minutes of Resources meetings will be presented and discussed as required at Full Governing Body meetings to ensure the Governing Body is kept informed of financial, staffing and premises issues.

Purpose

To provide support and guidance to the Head Teacher and the Governing Body on all matters set out in its Terms of Reference. The Resources Committee will oversee:

- The financial running of the school, to ensure that the school complies with financial regulations and provides value for money;
- The maintenance, security and enhancement of the school's premises, assets and systems;
- The Staffing, Pay Panel and Head Teacher's appraisal processes.

Terms of Reference

Finance

- Working in collaboration with the Head Teacher and School Business Manager, ensure that a strategic approach is applied to budget and resources planning.
- Review the proposed annual budget so that it reflects the school priorities and educational objectives, and present it for approval to the Governing Body.
- Working with the Head Teacher and School Business Manager, prepare the annual financial submission so it can be approved by the Governing Body and submitted to the Local Authority.
- Monitor income and expenditure against the budget. Approve actions where there are significant variances from the anticipated position, and report these to the Governing Body.
- Make recommendations to the Governing Body regarding decisions due to be taken that have financial implications to ensure economy, efficiency and effectiveness of resources. This includes for instance the award of contracts by tender.
- Ensure that the school adheres to all financial controls and procedures as stipulated by the Local Authority, legislation and other statutory requirements.

- Ensure that the Unofficial Fund and other such fund is audited and appropriate records are kept.
- Ensure adherence to the following scheme of delegation:
- Head Teacher approves expenditure for goods, services or works up to £5,000 excl. VAT
- Head Teacher approves transfer of funds between cost centres up to £2,000
- **Resources Committee** approves expenditure for goods, services or works over £5,000 and up to £20,000 excl. VAT. Amounts over £20,000 must be approved by the Full Governing Body.
- **Resources Committee** approves transfer of funds between cost centres over £2,000.

Premises / Health and Safety

- Ensure that the school adheres to all controls and procedures as stipulated by the Local Authority, regulation and other statutory requirements.
- Ensure a prioritised schedule of work is maintained, covering medium and long-term plans relating to the repair, maintenance and development of premises, and other school assets including ICT equipment; and recommend appropriate actions to the Governing Body for approval.
- Working with the Headteacher and School Business manager, agree the lettings and charges policy for the use of school's premises.
- Receive regular updates on school lettings and present recommendations to the Governing Body.
- Working with the Headteacher and site manager ensure that:
 - Procedures and policies are in place, kept up to date, communicated and complied with.
 - Required statutory testing, checks and risk assessments are regularly conducted, and appropriate actions are taken to mitigate these
 - Regular reviews are taking place via the Health and Safety Working Group
 - Updates on premises, health and safety and site security are provided termly.

IT Security

- Receive an annual update on GDPR compliance, and recommend appropriate action where required to the full Governing Body.
- Working with the Headteacher and IT representative, ensure that appropriate measures and checks are in place to ensure the security of the school premises, systems and data.

Staffing

- Approve the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school's development plans, in consultation with the Head Teacher.
- Review that personnel policies and procedures are reviewed regularly, kept up to date and communicated as required to staff.
- Advise the Governing Body of appointments made to fill vacancies below the Leadership Group.
- Ensure that the school complies with legislation and regulation, including General and Specific Equality Duties, safe recruitment and safeguarding procedures.
- Review staff work/life balance, working conditions and well-being and recommend action to the full Governing Body as required.
- Consider any issues referred by the Head Teacher outside any scheme or policy adopted by the Governing Body.

Pay Panel

- The Governing Body will nominate 3 governors to form the Pay Panel.
- The responsibilities of the Pay Panel cover:
 - Pay policy, to ensure it meets contractual and statutory obligations;
 - Pay decisions, to ensure these are applied to all and are reached in a fair and equal manner;
 - Budgetary implications, to advise of the budget required for pay purposes, and to recommend appropriate action as required.
- The Pay Panel has a separate Terms of Reference which define in detail its remit and obligations.

Head Teacher Appraisal Panel

- The Governing Body will nominate 3 governors to form the Head Teacher Appraisal Panel.
- The responsibilities of the Head Teacher Appraisal Panel cover:
 - Head Teacher appraisal and objectives setting;
 - Head Teacher Pay recommendation.
- The Head Teacher Appraisal Panel has a separate Terms of Reference which define in detail its remit and obligations.

Policies (statutory and otherwise) – refer to the Policies’ Schedule 2019/2020 which should be read in conjunction with this Terms of Reference.

Approved by the Full Governing Body

Signed _____
Chair of Resources Committee

Signed _____
Chair of Governors

Date _____