



<p><b><u>RESOURCES</u></b> <b><u>COMMITTEE</u></b> Terms of reference</p> <p><b><u>Delegated powers:</u></b> Yes</p> <p><b><u>Meetings:</u></b> 6 per year (at least once a term), in advance of the main Governing Body meeting, with additional meetings as necessary</p> <p><b><u>*Relevant policies</u></b> Anti-fraud Asset management Asset register Charging and letting Governors' allowances Health and safety Pay Scheme of delegation</p> <p>Autumn term 2019</p>	<p><b><u>Membership</u></b> A minimum of 3 governors plus the Headteacher.</p> <p><b><u>Chair:</u></b> Alan Burns (To be elected at the first meeting in the Autumn term, also responsible for setting and distributing the agenda.)</p> <p><b><u>Clerk:</u></b> Jetta Norton (To be elected at the first meeting in the Autumn term, responsible for taking minutes of the meetings and sending them to the clerk of the Governing Body in a timely manner.)</p> <p><b><u>Members:</u></b> Alan Burns Nick Buzzard Anne Etchells Helen Froggatt Elaine Gutzmore Fr Ben Kerridge Jetta Norton Alana Wilson</p> <p><b><u>Quorum:</u></b> 3 governors plus the Headteacher (or a representative of the Headteacher).</p> <p><b><u>Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the Headteacher, involve other senior leaders, as appropriate.</li> <li>• To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the school improvement plan and</li> </ul>	<p><b><u>Remit</u></b> To oversee:</p> <ol style="list-style-type: none"> <li>1 the school finances, ensuring that the school operates within the financial regulations of the local authority, school finance policies* and procurement codes and complies with any DfE and SFVS (School's Financial Value Statement) requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;</li> <li>2 the maintenance and development of the school site and premises; with sustainability in mind.</li> </ol> <p><b><u>Finance</u></b></p> <ol style="list-style-type: none"> <li>3 Keep under review the school's financial procedures and controls including the Pay policy and scheme of delegation in financial matters.</li> <li>4 Agree the award of contracts for services in accordance with the school's scheme of delegation and procurement code, and keep under review the effectiveness and value for money of contracts so awarded.</li> <li>5 Enter into contracts above £3,000 and below £15,000 (above: recommend to the Governing body, below: by the Headteacher).</li> <li>6 Agree virements between budget headings during the financial year above £3,000 and below £15,000 (above: recommend to the Governing Body, below: by the Headteacher).</li> <li>7 Authority to write off bad debts up to £500; debts above this must be referred to Haringey Finance Department.</li> <li>8 Agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body.</li> <li>9 Prepare and present to the governing body for ratification an annual budget reflecting priorities in the school improvement plan.</li> <li>10 Agree effective procedures for monitoring the budget, consider appropriate reports for the purposes of monitoring, report the outcomes of monitoring together with an evaluation of the use of resources to the governing body at least termly with any appropriate recommendations.</li> </ol>
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ToR ratified:..... (Signature) ..... (Date)