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| <p><b><u>RESOURCES</u></b></p> <p><b><u>COMMITTEE</u></b></p> <p>Terms of reference</p> <p><b><u>Delegated powers:</u></b><br/>Yes</p> <p><b><u>Meetings:</u></b><br/>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><br/>Anti-fraud<br/>Asset management<br/>Asset register<br/>Charging &amp; letting<br/>Emergency action plan<br/>Gifts<br/>Governors' allowances<br/>Health and safety<br/>Nursery admissions (charges)<br/>Pay<br/>Scheme of delegation<br/>Statement of internal control<br/>Sustainable procurement</p> <p>Autumn term 1, 2023</p> | <p><b><u>Membership</u></b><br/>A minimum of 3 governors plus the Headteacher.</p> <p><b><u>Chair:</u></b><br/>Helen Froggatt<br/>(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><br/>Nicolas Simbault<br/>(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><br/>Torsten Bell<br/>Nick Buzzard<br/>Helen Froggatt<br/>Elaine Gutzmore<br/>Tom Huntley<br/>Fr Ben Kerridge<br/>Nicolas Simbault<br/>Owen Sloman<br/>Kate Stevens</p> <p><b><u>Quorum:</u></b><br/>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 Business Manager 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 development plan and</li> </ul> | <p><b><u>Remit</u></b><br/>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 Standard) 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 development 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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|  | <p>development plan and relevant policies, reporting or making recommendations to the full governing body.</p> <ul style="list-style-type: none"><li>• To review school policies* when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.</li><li>• To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.</li><li>• To take appropriate action on any other relevant matter referred by the governing body.</li></ul> | <p>11 Undertake the SFVS review and ensure appropriate action is taken in response to any identified shortfalls.</p> <p>12 Establish and keep under review procedures for governors to claim expenses.</p> <p><b><u>Premises, health and safety</u></b></p> <p>13 Draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body.</p> <p>14 Agree the Charging and letting policy for the use of school premises.</p> <p>15 Keep the health and safety and emergency procedures and policies* under review, ensuring that necessary checks and assessments are carried out and prioritised for action.</p> <p>16 Ensure the safe management and maintenance of asbestos, fire safety and statutory testing.</p> <p>The Committee will also nominate 3 governors to form a Pay and Review Committee. The nominated governors must not be members of staff. This committee will:</p> <p>17 review the implementation of the Pay policy annually including assessment of the impact of the policy on progression trends to ensure compliance with equalities legislation, in consultation with the Headteacher, staff and trade union representatives; and submit findings to the Resources committee for approval;</p> <p>18 ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations;</p> <p>19 ensure an annual review of support staff salaries in line with current arrangements with the LA;</p> <p>20 consider the recommendation of the Headteacher's performance review group in relation to the Headteacher's pay.</p> |
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ToR ratified: ..... (Signature) ..... 9<sup>th</sup> October 2023 (Date)