

**ROXETH PRIMARY SCHOOL
TERMS OF REFERENCE FOR THE
FINANCE, PREMISES, HEALTH & SAFETY & RESOURCES COMMITTEE
OF THE GOVERNING BODY**

Introduction and Purpose

This Committee will be known as the Resources Committee.

The main purpose of the committee will be:

- ◆ to dedicate resources to the sustainable development of a learning environment for all
- ◆ to prepare an annual budget, to monitor the financial expenditure of the school, and to keep the governing body advised on all financial issues
- ◆ to ensure that the school provides Best Value
- ◆ to oversee all aspects of human resource management within the school and to provide support and challenge to the Headteacher in the exercise of delegated functions in this area
- ◆ to monitor the condition and usage of the buildings and grounds and ensure that a proper programme of maintenance is drawn up and implemented
- ◆ to ensure that health & safety issues are monitored and addressed and risk assessments undertaken as necessary
- ◆ safeguarding pupils

Membership

Membership of the Committee will be as determined by the Full Governing Body and a quorum for any meeting will be three voting members of the committee (i.e. governors). It will be for the Governing Body to determine whether non-governors appointed to the committee are given a vote. Meetings of the committee will be open to other governors of the school to attend, but only those appointed to membership of the committee will have voting rights.

The committee will elect a Chairman at its first meeting each autumn term. In the event of no Chairman being appointed the Governing Body will make that appointment. No member of this committee who is an employee at the school will be eligible to stand for the position of Chairman.

Meetings, Agendas and Minutes

The Chairman of the Committee, in discussion with the Headteacher and the Clerk to Governors will determine the agenda, although it will be open to all governors to request that items be placed on the agenda. The Clerk to Governors will ensure that the agendas are sent to all members of the committee at least seven days in advance of the meeting. She will attend to take minutes, which will be circulated to all governors once the committee Chair has approved them. Confidential items will be minuted separately and confidential minutes will not be available for public inspection.

The Committee will usually meet termly and at other times as the need arises.

Reporting Requirements

The Committee will report termly to the Full Governing Body Meeting. All governors will receive copies of the Chart of Accounts Review (Cost Centres) termly plus a copy of the Budget Planning and Forecasting Form annually.

TERMS OF REFERENCE

Finance

1. To exercise control over the school budget; to monitor expenditure and ensure termly budget reports are provided for the Governing Body using the Chart of Accounts Review – Cost Centres.
2. To examine strategic budget issues and make recommendations to the Governing Body.
3. To prepare an annual budget for approval by the Full Governing Body and prepare an outline budget projection for the next three years.
4. To ensure that the principles of Best Value are applied to all decisions in accordance with the definition as described by the Local Authority.
5. To consider any reports which may be received from the Auditor and to ensure recommendations for changes to practice are fully implemented.
6. To ensure that the Financial Regulations of the Local Authority are followed, particularly with regard to award of contracts and services.
7. To ensure that the Private School Fund Accounts are audited once every year and a Certificate of Audit is submitted to the full Governing Body.
8. To ensure there is a charging and remissions policy in place for activities for pupils.
9. To ensure that financial delegations are under review up to £5,000 to enable the school to manage its finances on a day to day basis. The Finance and Premises Committee has responsibility for the delegation of funds.
10. To authorise the placing of orders and subsequent payments for individual items over the value of £1,500, and authorise orders where the total exceeds £5,000 and the relevant approved budget is not exceeded.

Premises

1. To monitor the condition of the school buildings and grounds, and through termly site visits summarise defects and repairs required.
2. To make recommendations to the Full Governing Body concerning improvements or developments to the grounds or buildings
3. To ensure security is monitored and make recommendations to the Full Governing Body on any issues of concern.
4. To advise the Governing Body on the use of grounds and buildings outside session time and school terms, and to devise a letting policy which will include charges to be made.

5. To make recommendations to the Full Governing Body concerning the allocation of funds for repairs/improvements to the grounds and/or the buildings including recommendations about the use of the devolved capital formula.
6. To take responsibility for all aspects of Health & Safety and undertake a periodic review of Health & Safety policy.
7. To ensure that an annual Health and Safety inspection is undertaken.
8. To ensure a regular review of risk management and emergency plans.
9. To facilitate instruction and training for staff to ensure safe conditions and systems of work.
10. To ensure the prospectus includes information about disability access
11. To ensure regular reports are made to the Full Governing Body.
12. To ensure that appropriate systems are in place for educational visits and school journeys.

Personnel

1. To ensure the school complies with relevant employment legislation, applicable terms and conditions of service and the school's pay and performance management policies. This will include undertaking the role ascribed to the Pay Committee in currently adopted school policies. The quorum for the committee in exercising this function for any meetings including appeals is 1 governor (sitting with or without the Headteacher). The hearing and appeals panel in any one case must be of the same size. The members of the appeal panel must be different to the members of the hearing panel.
2. To ensure the school complies with relevant legislation regarding performance management and ensure that the school has robust performance systems in place for all staff. To oversee and ensure the operation and adoption of a Whole School Performance Management Policy. The quorum for the committee in exercising this function is as per the general quorum unless specified otherwise by statute or in the school's policy.
3. To ensure the school complies with relevant legislation regarding performance management for the Headteacher and ensure that the school has robust performance systems in place for the Headteacher. The quorum for the committee in exercising this function is as per the general quorum unless specified otherwise by statute or in the school's policy.
4. To keep under review, the procedures for staff recruitment and training for safer recruitment (Bichard requirements), the policies on staff sickness, discipline and grievances and to ensure that staff are consulted and kept informed as appropriate.

These terms of reference were reviewed and approved at the Resources Governing Body meeting on 1st October 2024. They will be reviewed in Autumn Term 2025.