



Lighthouse Federation



Terms of reference for the Resources Committee

General Terms

- 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.
- These terms of reference are to be reviewed annually.

Quorum

- The committee shall consist of not less than Head teacher and three governor members and the quorum for each committee meeting shall be three members of the committee.

Meetings

- The Resources Committee shall meet at least once each half term.
- The Committee meetings will not be open to the public but minutes are available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- 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/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting.
- As required other attendees may be invited to contribute to particular agenda items

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a Charging and Remissions policy, Bad Debts, Governor Allowances and Anti-fraud and Corruption.
- To establish and maintain a three year financial plan, taking into the account priorities of the School Improvement and Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement & Development Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- To consider and respond to LA Fair Funding consultation and to other financial consultation papers affecting the school.

Financial monitoring

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

- 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.
- To meet with other committees and provide them with the information they need to perform their duties.
- 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.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Personnel

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To review, adopt and monitor all additional personnel policies, including. Grievance and Disciplinary Procedures, Staff Absence, Job descriptions, Induction of new staff, Pay Policy and Staff Capability.

Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds.
- To inform the governing body and set out a proposed order of maintenance and development for the approval of the governing body
- To arrange professional surveys and emergency work as necessary.
 - The headteacher is authorised to commit expenditure without prior approval of the committee where delay would result in further damage or present a risk to the health and safety of pupils or staff. In the event of this the headteacher is expected to consult the chair at the earliest opportunity.
- To monitor energy use and ensure value for money taking into account carbon footprint and value for money
- To establish and keep under review an Accessibility Plan and Building/Premises Development Plan

Reviewed and agreed by Resources Committee 18 Nov 2021