



Brookfield Park Primary School

Terms of Reference Resources Committee, Reviewed October 2023

Membership

The committee shall consist of at least 3 members of the governing body.

The committee will elect a chair from within its own membership.

Non-voting participants may be invited to meetings by the committee as and when required.

The membership of the committee shall be reviewed and determined annually by the governing body.

The governing body will appoint a clerk to the committee.

Quorum

The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee.

Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body.

The committee shall meet at least once a term and otherwise as required.

FINANCE

Responsibilities

1. To ensure proper and effective use of the school's financial resources.
2. To provide guidance and assistance to the headteacher and the governing body on all finance related matters.
3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the county council.
4. To approve virements between budget headings where the value is in excess of the sum delegated to the headteacher under the school's Internal Financial Regulations.
5. To consider budget plans presented by the headteacher and to make recommendations for a balanced, well informed and sustainable budget to the governing body for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).
6. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and where necessary, make recommendations to the governing body.
7. To establish and regularly monitor a three year financial plan using the latest available information as required in SFVS.

8. To consider unofficial funds information provided by the headteacher including:
 - Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund;
 - As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the headteacher and the auditor appointed by the governing body;
 - Confirmation that the headteacher has submitted the unofficial school funds information to the county council in the required format.

Note: The governing body of a school must spend the school's official funds "for the purposes of the school". This means making educational provision for pupils on roll at the school.

An unofficial fund is any fund, other than official school funds, which is controlled either wholly or in part by the Headteacher or other members of the staff by reason of their employment in the school. The county council has no direct responsibility for their management and use. The headteacher is responsible to the school governors for an unofficial funds and the use to which they are put.

9. To access, review and monitor Service Level Agreements (SLA) and to make decisions in respect of SLAs if above the limit delegated to the headteacher under internal financial regulations.
10. 10. Approve, monitor and review all finance based policies on behalf of the governing body, including, but not limited to, those related to Charges & Remissions, and Governors' Expenses
11. To contribute to the School Improvement Plan including consideration of the longer term resource requirements of the school.
12. To consider the appropriate level of reserves and balances taking account of guidance produced by the county council.
13. To consider audit reports and other relevant reports and make recommendations to the governing body.
14. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
15. To consider and advise on any financial matter referred to it by the governing body.
16. To respond, on behalf of the governing body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

STAFFING

Responsibilities

1. To prepare staff policies for approval by the governing body.
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any

changes in legislation. This includes ensuring that the governing body adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.

4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the Headteacher and one committee member the appointment of all other support staff.
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To ensure that consultations take place as required (e.g. over pay policy) with all staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.
8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training and ensure it meets the needs of the School Development/Improvement Plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full governing body.
11. Review annually the unit total of the school and the effect, if any on the ISR

NOTE The appointment of a headteacher or deputy headteacher is not a function of this committee.