

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



ENJOY LEARNING:  
EMBRACE CHALLENGE!

# SOUTH DARLEY C of E PRIMARY SCHOOL

## GOVERNING BODY TERMS OF REFERENCE - RESOURCES

<b>Person/Committee responsible for reviewing/updating this plan</b>	Full Governing Body
<b>Policy Number</b>	PN249
<b>Date First Issued</b>	21.09.15
<b>Date of Next Review</b>	Term 1 2022

<b>Date of Review</b>	<b>Governors Meeting Reference Number</b>	<b>Approved by name</b>	<b>Comments</b>
21.09.2015	FGM21092015.6.4	A Jordan	
26.09.2016	FGB26092016.7.4	A Jordan	
25.09.17	FGB25092017.8.5	K Dean	
01.10.18	FGB01102018.8.5	K Dean	
18.11.19	FGB18112019.9.2	K Dean	
12.10.20	FGB12102020.10.2	K Dean	
11.10.21	FGB11102021.11.4.1	K Dean	

# **South Darley CE Primary School**

## **Resource Sub-committee**

### **Terms of Reference**

#### **Composition**

The Resource Management sub-committee will consist of a minimum of 3 members of the Governing Body.

The composition, terms of reference and constitution of the Resource Management sub-committee will be reviewed annually. The Sub-committee will have a chair, who is elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

#### **Quorum**

The quorum for the meeting of the sub-committee shall be not less than three members of the Governing Body.

#### **Convening Meetings**

Meeting dates will be set by the Full Governing Body. Additional meetings can be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days' clear notice of the committee meetings.

The chairperson will liaise with the Headteacher prior to the committee meeting to agree the agenda.

An agenda will be circulated at least 7 days before the sub-committee's meeting date.

Each meeting of the committee will be minuted. These minutes will record any decision taken by the sub-committee and will be circulated as part of the papers for the next full governing body meeting.

Any member will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

#### **Appointment of Chair and Vice Chair**

The appointment of the Chair of the sub-committee shall be determined by the full governing body and is reviewed at the first meeting of the school year.

#### **Terms of Reference**

##### **Finance**

1. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan.
2. To monitor/scrutinise the budget and make recommendations to the Governing Body for any in year changes and to ensure the Headteacher accounts regularly for the school's spending. Assure the Full Governing Body that the school is securing value for money and acting with financial probity.
3. To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.

4. To approve variations between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
5. To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
6. To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance.
7. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
8. To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
9. To ensure that the SFVS is completed and submitted to the Local Authority Section by the 31<sup>st</sup> March each year.
10. To ensure that the principles of Best Value are followed when making decisions.
11. To consider how to best maintain/improve pupil numbers and make recommendations to the Full Governing Body including the use of current and new promotional material.
12. To review, amend and approve any policies delegated by the Full Governing Body to the Sub Committee when due.

### **Personnel**

13. To monitor and review the HR/Staff levels against need and budget and report back to the Governing Body with any recommendations.
14. To review and recommend for adoption the procedures for dealing with discipline and grievance and ensure that the staff are informed of them.
15. To draft and review, in consultation with staff, criteria for redundancy for approval by the governing body. To review the Redundancy Policy.
16. To review the staffing structure, in conjunction with pupil numbers and make appropriate recommendations to the full governing body.
17. To review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.
18. To review and monitor the policies and procedures for absence management, harassment and bullying, competence and recruitment and retention

### **Premises**

19. To at least annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Body (with reference to the Asset Management Plan).
20. To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising maintenance work.
21. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
22. To be responsible for overseeing the arrangements for caretaking.
23. To consider improvements/alterations to school premises and to make recommendations to the Governing Body, which shall forward proposals to the LA for consideration and approval.

24. To prepare a brief for any work to the building to be undertaken by outside contractors, that is funded from the delegated budget.
25. To be responsible for monitoring the arrangements for the security of the premises.
26. To consider requests to improve/replace furnishings within the school, within budget provision

### **Health and Safety**

27. To ensure so far as reasonably practicable the health, safety and welfare of staff, pupils and visitors and to promote co-operation between all employees at the school with the aim of achieving and maintaining a safe and healthy workplace for all
28. To guide and monitor the Headteacher to ensure he/she keeps health and safety as a high priority in the day to day management of the school
29. To receive and review any health and safety reports including asbestos, legionella, security and monitor the implementation of any accepted recommendations.
30. To monitor the process and related risk assessments via Evolve for educational trips and visits
31. To check that there is a robust risk assessment system in place that is actively used to ensure the safety of our staff, pupils and volunteers.
32. To establish and keep under review an Accessibility plan
33. To monitor procedures for Health and Safety and the implementation of the Health and Safety policy whilst ensuring the sub-committee does not become a forum for reporting faults or issues that should be dealt with locally.

### **Functions Delegated to the Headteacher**

The Headteacher will be responsible for the day to day leadership and financial management of the school. The level of those responsibilities and maximum limits of expenditure will be determined by the Governing Body and formally recorded (through the Financial Regulations & Procedures Policy).

The full key responsibilities of the Headteacher are set out on the Financial Rules & Responsibilities Policy.

### **Delegated Functions Overview**

The following functions have been delegated to the Resources Sub Committee, but cannot be delegated to an individual:

- i) Functions relating to the reviewing, altering and approving of school policies as defined within the school's policy list.
- ii)

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.