



Riversdale Primary School

Terms of Reference

RESOURCES COMMITTEE

1. Membership

The Governing Body will determine the membership of the Committee on an annual basis. Membership will not include teacher or support staff governors. Relevant teaching staff and support staff, including the School Business and Development Manager and the Premises Manager, may be invited to attend meetings of the Committee to offer advice and guidance as necessary.

2. Meetings

Meetings will be held once each term. Additional meetings will be held as required. In order for Governors to carry out their delegated responsibilities, a minimum of four Governors are required to be present at each Committee meeting in order for the meeting to be quorate.

3. Terms of Reference

The Committee shall:

- provide guidance to the full Governing Body and the Headteacher on all matters relating to, financial issues and issues relating to the premises of the school;
- consider the financial implications and any premises-related implications of the School Improvement Plan and any other associated management plan, including Ofsted action plans, and report to the Governing Body, or other committee, as appropriate, on these implications as required.

In particular, the Committee's duties shall comprise the following:

Finance:

- To prepare the school's annual and longer term (3-5 year) budget statements in conjunction with the Headteacher and the School Business and Development Manager for consideration and approval by the Governing Body;
- Prepare and review the school's annual accounts;
- Ensure the completion of returns to the EFA;
- To review the school's end of year budget;
- To monitor expenditure and income at each meeting and review progress against the annual budget;
- To agree financial policy statements as required;

- To authorise virements between budget headings to the limits set out in the delegated authorities below;
- To arrange the auditing of funds;
- To audit the school's suitability of, and compliance with, financial systems and operational controls;
- To consider proposals to generate additional revenue for the school;
- To agree the level of day to day financial management of the Headteacher and other staff;
- To seek EFA's prior approval for borrowing (including finance leases and overdraft facilities) from any source where borrowing is to be repaid from grant monies or secured on assets funded by grant monies;
- To keep under review the financial delegation limits set out below;
- To review the school's inventory book;
- To review the school's risk register;
- To approve and adopt financial policies and procedures, as appropriate;
- To review and monitor all aspects of the school's insurance cover;
- To review the use of Pupil Premium and other government grants;
- To sign off the School Journey accounts.

Premises:

- To consider the repair and maintenance needs of the school building, and to monitor and review the short, medium and long term programmes of planned maintenance at the school through the Premises Development Plan;
- To contribute, in conjunction with the Headteacher, to bids for external funding from either the Diocesan Board of Education or the Department for Education for capital expenditure projects (or others) as appropriate;
- To be responsible for Health and Safety issues at the school, including oversight of regular termly Health and Safety and annual risk assessment checks;
- To consider reports from the Headteacher or his nominated representative on premises-related issues and act on such reports within the powers delegated to the Committee;
- To monitor the use of the school premises and site by outside users for non-school activities within the policy established by the Governing Body on such use of the premises;
- To review annually the charges for out-of-hours use as part of the annual review of the school's Letting Policy;
- To monitor service contracts and other arrangements entered into relating to the school premises in terms of effectiveness and value for money;

General:

- To determine any other matters referred to the Committee by the Governing Body or other committee, as appropriate;
- To report to the Governing Body each term any action taken within the powers delegated to the Committee.

4. Delegation

Finance:

- The Headteacher is delegated the power to authorise orders and meet the expenditure for all works previously agreed by the Governing Body;
- Other orders or expenditure not previously identified in the budget plan up to a limit of £25,000 for a single item may be placed or committed by the Headteacher, subject to any significant transactions (costing between £5k and £25k) being reported at the next meeting of the Committee;
- Orders, contracts or other expenditure in excess of £25,000 (the financial limit imposed upon the Headteacher), up to £50,000 will be subject to a tender process and approved by the Committee. Orders or expenditure exceeding this limit will be referred to the Full Governing Body for approval;
- The Headteacher is delegated the power to agree virements between budget headings of up to £25,000;
- Virements in excess of £25,000 (the financial limit imposed upon the Headteacher), will be approved by the Committee.
- The Chair of the Committee is delegated power to act on behalf of the Committee where it is impracticable for the whole Committee to meet, subject to such action being reported to the next meeting of the Committee or the Full Governing Body, whichever is sooner.

Premises:

- The Headteacher to be responsible for carrying out an annual check of the inventory and referring any items to be written off to the Committee (or the Chair of the Committee) for approval;
- The Premises Manager to be responsible for carrying out a termly Health and Safety check and reporting the outcome, via the Headteacher, to the Committee;
- The Headteacher and the Leadership Team to be responsible (with a named member(s) of the Committee) for carrying out and reviewing the annual risk assessment and reporting the outcome to the Committee.

Terms of reference agreed by Committee:	November 2018
Terms of reference agreed by Governing Body:	November 2018
Next review date:	November 2019