



Resources Committee Terms of Reference 2021/2022

1. Purpose of the Group

To review and agree the Schools budget proposals and to monitor expenditure incurred throughout the year, and to support the school in meeting its strategic aims.

To provide a safe and stimulating environment for our pupils to learn and for our staff to teach.

2. Aims and Objectives

2.1 To support the School Leadership Team (SLT) in preparing a budget linked to the school's strategic plan:

2.1.1 In detail for the forthcoming financial year;

2.1.2 In outline for the next one to two financial years (to the extent practical);
and

2.1.3 to approve the budget based on the delegated authority from the full Governing Body.

2.2 Establish, monitor and regularly review a set of clear, concise and effective policies covering:

2.2.1 Health and Safety (assessing and controlling risks, arising during normal school activities)

2.2.2 Security (protecting the staff, pupils and buildings and contents from crime)

2.2.3 Critical Incidents (reacting to rare but foreseeable events both external e.g. extreme weather, building failure, internal e.g. death, absconding)

2.2.4 The financial management of the school.

2.3 To monitor actual income and expenditure against budget and ensure that corrective action is taken if necessary:

2.3.1 Review revenue and capital budget position statements at least termly;
and

2.3.2 Approve alterations to the budget (virements) if appropriate.

2.4 To maintain a rolling programme of major development projects and a budget for routine maintenance which will feed into the forthcoming annual budget.

2.5 To support the SLT and maintaining accreditation to SFVS (Schools Financial Value Standard) to ensure that secure financial management is in place.

- 2.6 To monitor the expenditure of funds and donations to the school (class funds are NOT included (although on occasions the aggregate donations held by a teacher may exceed £100)).
- 2.7 To monitor how the 16-19 Bursary Fund is spent.
- 2.9 Minimise the environmental impact of the school including CO₂ emission and waste reduction and recycling.
- 2.10 Initiate any other relevant actions in support of the overall objective which the Committee agrees are necessary.
- 2.11 To regularly review the following policies which are the responsibility of the Committee in accordance with the required schedule:-

Policy	Date for Review
16-19 Bursary Fund Policy	June 2022
Accident Investigation Policy	June 2022
Charging Policy	June 2022
Critical Incident Policy	June 2022
Debt Management Policy for Parents and Carers	When required
Disposal and Write Off Policy	March 2022
Display Screen Equipment Policy	November 2022
Freedom of Information Publication Scheme	When required
Governor Allowances Policy	November 2022
Health and Safety Policy	November 2022
Lettings Charges Policy	November 2021
Managing Driving at Work Policy	When required
No Smoking Policy	When required
Planning in the case of Influenza Policy	When required
Prevention of Fraud and Corruption Policy	March 2022
Purchasing Policy	November 2022
Risk Assessment Policy	October 2021
Security Policy	November 2021

3. Members of the Group

Ms C Bolokor
Mrs J Davenport
Mrs D Jervis
Mrs J Palmer
Mr S Pettifer
Mr G Prior (Chair)
Miss S Townsend
Mrs C Vale
Mr P Wilkinson

4. Meeting Arrangements and Frequency

The Group will meet at least every term.

The Quorum for any committee meeting and for any vote must be three Governors who are members of the committee (or more) as determined by the committee.

Meetings will be served by the Clerk to the Governing Body.

Members of the Committee agree that should it be necessary items of urgency can be agreed between them via e-mail without the necessity for calling a meeting.

5. Reporting

The Committee will be a sub-committee of the Governing Body.

The Resources Committee will report progress to the Governing Body on a termly basis.

These Terms of Reference will be published on the School website.

These Terms of Reference were agreed and approved by the Resources Committee on 9th November 2021 and by the Full Governing Body on 6th December 2021.