



ALL HALLOWS RC HIGH SCHOOL GOVERNING BODY

Resources Committee Terms of Reference

This committee has responsibility for all matters pertaining to school finances, premises and Health and Safety.

This committee has responsibility for reviewing and agreeing the school's proposals for the budget and recommending it to the full Governing Body, reviewing the School Fund account and reviewing and keeping track of expenditure. It reviews policies relating to finance, has an overview of SFVS and receives reports from other committees that may have financial implications on the operation of the school.

This committee has responsibility for the use of premises, grounds and extended school facilities. It monitors efficient use of utilities such as water, electricity and gas and maintains an overview of costs. Further, it has responsibility for site Health and Safety.

<p>Membership</p> <p><u>Guest Attendees</u></p> <p>Other governors can attend but do not count as quorum and cannot vote.</p>	<p>6 governors, one of whom will act as chair.</p> <p>The current membership of the committee is:</p> <ol style="list-style-type: none"> 1. E Sheehy (Chair) 2. C Wood 3. P Watson 4. N Anderson 5. A Morris 6. A Cavanagh
<p>Chair</p>	<ul style="list-style-type: none"> • To be appointed by the full governing body • The governing body can remove the chair at any time.
<p>Quorum</p>	<p>4 governors.</p>
<p>Meetings</p>	<ul style="list-style-type: none"> • Meetings will be held at least three times a year and will take place on dates and times appropriate to the financial cycle. • The chair can convene extra committee meetings if required but must give at least 7 days clear notice.
<p>Agendas & papers for the meeting</p>	<p>Agendas to be circulated to all governors regardless of committee membership one week before the meeting by the chair of the committee. The list may also include a School Representative (as appropriate) where they facilitate or substantially contribute to such a meeting. Agendas will be produced and circulated in accordance with any required timescales within the procedure being used, so they are received 7 days before the meeting.</p> <p>Agenda items can be requested by any Governor (regardless of committee membership) by writing to the Chair of the Committee.</p> <p>Under normal circumstances, the Committee Chair will draw up the necessary agenda and papers for each committee meeting in conjunction with the Headteacher, Clerk and appropriate representation where necessary.</p> <p>Accompanying papers to be circulated to members of the committee only.</p>
<p>Minutes/ confidential minutes</p>	<p>Minutes to be emailed to all members regardless of committee membership as soon as possible after the date of the meeting, but no later than 14 days of the meeting being held, and paper copies sent with the agenda papers for the next full governing body meeting.</p> <p>Confidential minutes (as identified at the meeting) will be held separately and not included in the distribution set made available to a wider audience.</p> <p>Minutes to include a brief summary of items discussed, decisions made and any</p>

	questions raised by governors and responses given and/or a record of any proposals or recommendations for the governing body to consider, and clear reasons for any decisions taken.
Review	Membership, terms of reference and working procedures to be reviewed annually at the autumn term governing body meeting.

Finance Function

1. To ensure that the Schools Financial Value Standard (SFVS) criteria are met at all times and that procedures are in place to ensure this.
2. To advise and make recommendations on all financial matters.
3. To ensure that a three year financial plan and or projections, for the school, are in place and to review the plans on an annual basis.
4. To review and recommend to the governing body the financial delegation policy for approval.
5. To implement, and monitor, the scheme for financial delegation for the school.
6. To ensure that all Department for Education and local authority financial regulations are followed and adhered to.
7. To set the school budget and monitor its implementation and management on a termly basis.
8. To approve and monitor capital expenditure.
9. To review and approve any service level agreements and contracts entered into by the school and monitor the service provided.
10. To monitor the expenditure of specific designated funds.
11. To receive and approve the audited accounts for the school including the school fund.
12. To liaise on a regular basis with the staffing committee, with regards to staffing structures, and staff appointments.
13. To review all financial audit reports for the school and ensure all recommendations are implemented within the required timescales.
14. To provide reliable information and make appropriate recommendations and decisions to enable the governing body to comply with required financial regulations.
15. To ensure that appropriate financial procedures are in place for all other school held funds, including annual audit of the accounts, and the school fund.

Buildings and Health and Safety Functions

1. To ensure so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors and to promote co-operation between all employees at the school to achieve and maintain a safe and healthy work place for staff, pupils and visitors.
2. To appoint one of the Governors to be the Governor for Health and Safety;
3. To guide and monitor the Head teacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
4. To annually monitor, review and amend school health and safety policy arising from Health & Safety legislation and advice from the Local Authority, the Diocese when applicable, DfE and Health and Safety Executive and where necessary to draw up and issue its own policies and guidance on curricular and non-curricular topics and to ensure that policies and guidance are drawn to the attention of staff.
5. To receive any H&S audit reports (including asbestos, legionella, gates safety survey) and monitor the implementation of any recommendations. It is desirable that governors participate in inspections from time to time.
6. To review regular reports on the conditions of the buildings and grounds survey and ensure any identified issues are addressed.
7. To monitor accident reports and fire drills and ensure any identified risks are addressed.
8. To monitor that all required risk assessments are in place and carried out by the school.
9. To monitor that all school trips take place in accordance with all the legislation, guidance, and school adopted policies related to educational trips and visits.
10. To approve H&S priorities to be included in the School Improvement Plan and budget management plan.
11. To monitor and review the school security plan.
12. To monitor and review the school asset management plan.
13. To ensure that the school has an emergency plan and business continuity plan agreed and in place and it is reviewed every 12 months.
14. To carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.
15. To discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Body.
16. To communicate with the Children's Services Directorate any matters relating to health and safety with which they need further assistance.

NOTE: The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage, or present a risk to the health and safety of pupils or staff. In this event, the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity.

General Functions

- To advise and report back to the full Governing Body.
- 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.

Policies

To prepare, agree and review policies including the following:

- Lettings and Chargings
- Health and Safety Policy
- Trips and Visits

Approved:

Date: 2nd February 2016

DATE OF NEXT REVIEW: February 2017