

Roundwood Park School



Terms of Reference Resources Committee of the Governors

Remit

The work of all of the Governors' Committees is united by a common purpose, that of securing the highest possible quality of educational provision for the students in the school, both now and in the future. The Resources Committee is to keep under review the management of the resources of the school (finances, personnel and premises), to ensure that these resources are effectively deployed and to advise the governing body on all related matters.

The Resources Committee membership will include a minimum of five Governors and be attended by at least one member of the Senior Leadership Team. The Resources Committee will meet half-termly, with all meeting dates published for the whole academic year each September.

All decisions made at committee level require a majority decision, with a quorum of at least three governors.

Responsibilities

- **Financial:**
 - Set financial priorities through the 3 year financial plan, annual budget and School Improvement Plan (SIP) to align with the objectives of the Academy.
 - Recommend the budget for formal approval by the Governing Body.
 - Monitor in-year income and expenditure, approve virements and ensure adjustments are made to in-year expenditure levels as appropriate
 - Review the Finance Policy and Schedule of Financial Delegation and ensure compliance with its requirements
 - Ensure Financial Internal Control systems are implemented, monitored and reviewed
 - Ensure a "Business" Risk Management Plan is in place, regularly reviewed and mitigations implemented.
 - Ensure the annual accounts are produced in a timely manner and recommendations made by auditors or inspectors are actioned
 - When purchasing goods and services ensure that the school obtains best value for money
 - When supplying goods or services ensure a charging policy is in place and that it takes into account the objectives of the Academy,
 - Develop and review new funding streams and potential income generation opportunities

- **Personnel**
 - Review Human Resources policies, their application and compliance with statutory regulations.
 - Determine the staff complement in accordance with the budget
 - Liaise with the Governors' Remuneration Committee to ensure that all matters affecting the pay and conditions of staff are covered and are related to the school's budget.
 - Oversee appraisal objectives so that they align with SIP and staff pay levels and pay recommendations
 - Review the Health and Safety policy, its implementation, and reports and audits with respect to resources and staff issues. Make appropriate spending provision in the school's budget.

- **Premises and IT Services**
 - To receive reports on premises issues and prioritise their maintenance
 - Develop the strategy for the school premises development and funding
 - To review the school's Lettings Policy and to monitor the lettings process
 - To monitor the effectiveness of the IT services and approve the associated development plans

- **General**
 - To monitor progress against those objectives of the School Improvement Plan which are within the remit of the Resources Committee.
 - To monitor the findings of the whole school self evaluation documents, which fall within the remit of the Resources Committee, and agree any areas for development or actions which may be necessary.

Working groups

The Resources Committee may set up, as appropriate, working groups to advise it.

Reviewed and updated September 2016. Next review September 2017.