



# Handsworth Primary School Governing Body

## Terms of Reference of Resources Sub Committee

The purpose of the Resources Committee is to discuss finance, personnel issues, and all matters relating to the buildings and site of the School.

### **Membership:**

- The Resources Committee will comprise of at least 3 Governors plus the Head Teacher (or Deputy Head Teacher).
- The Resources Committee may co-opt additional, non-voting members.
- The Chairperson of the Resources Committee will be elected annually at the first autumn term meeting.
- When the Chairperson is absent, members of the Committee will elect an acting Chairperson. (The Chairperson must be a Governor and must not be employed by the school).

### **Quorum:**

- In order for business to proceed, 2 non-staff Governors of the committee and the Head Teacher (or Deputy Head Teacher) need to be present.

### **Meetings:**

- The Committee shall meet as necessary but not less than once per term.
- Chairperson will liaise with Head Teacher (or Deputy Head Teacher) prior to the Committee meeting to agree agenda.
- An agenda will be circulated at least 7 days before the Committee's meeting date.
- Committee meetings will be no longer than 1.5 hours duration.
- Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated by the school to all members of the Governing Body before the next full Governing Body Meeting.
- Minutes from Resources meetings will be shared with all Governors.
- Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

### **The Governing Body delegates the following responsibilities to the Resource Committee:**

- To annually review and update all statutory finance, personnel and health & safety policies
- To annually receive the audited School Fund together with the Head Teacher to prepare the school budget for approval by the Governing Body at the start of the financial year.
- To receive termly reports from the Head Teacher, approve action when expenditure is at a variance with the budget and inform the Governing Body if there is any possibility of overspending
- To approve all individual virements above £5,000 (the limit placed on expenditure by the Head Teacher).



- To approve expenditure above £5,000 up to £49,999 (the limit placed on expenditure by the Head Teacher being £5,000). Expenditure above £50,000 can only be approved by the full Governing Body.
- To review and approve the Governing Body Scheme of Delegation annually.
- To be responsible for the completion of the Self Assessment Form (or alternative) and related documents including the review of the Statement of Internal Control.
- To annually review levels of charging for lettings other than those community groups subsidised by the Local Authority.
- To assist the Head Teacher in investigating “Value for Money” transactions.
- Recommend the level of staffing within the school in consultation with the Head Teacher, and taking into account advice from the Education Department.
- Be responsible for appointment of staff above TLR Grades +2
- Ensure that the Governing Body has and operates a Discipline and Grievance Policy.
- Ensure that the Governing Body has appropriate Appeals Procedures.
- To consider all matters relating to the building and site of the School.
- To undertake annually (Spring Term) Condition Report and prioritise identified items.
- Delegation to fulfil the Pay Review to include the following:
  - Ensure that the Governing Body has and operates a Pay Policy, which is updated to reflect any changes as necessary.
  - Ensure the implementation of the pay policy in a fair and equal manner and apply the criteria set by the whole school pay policy in determining the pay of each employee on an annual basis
  - Work with the Head Teacher in ensuring that the Governing Body complies with the Appraisal Policy
  - Work with the Head Teacher in recommending to the Governing Body the annual budget required for pay
- Head Teacher Performance Management will be carried out annually by a delegated sub-group of the Governing Body (no fewer than two governors and not the Chair) supported by an external advisor. Head Teacher Performance Management will take place in the autumn term before the end of December.

**Review:**

These Terms of Reference will be reviewed annually at the Autumn Term Meetings.

Signed .....Chair of Governors

Date .....