



PENWORTHAM GIRLS' HIGH SCHOOL

TERMS OF REFERENCE OF THE RESOURCES COMMITTEE

Membership

1. The committee shall consist of at least three Governors one of which shall be the Headteacher.
2. Non-voting participants may be invited to meetings by the committee as and when required.
3. The committee will elect a chairman and vice-chair from within its own membership.
4. The membership of the committee shall be reviewed and determined annually by the governing body.

Quorum

The quorum shall be a minimum of 3 governors, including the headteacher, but excluding any associate members.

Meetings

1. The clerk to the committee shall be responsible for convening meetings of the committee.
2. Procedures of any meetings must be minuted and these minutes presented for the next meeting of the governing body.
3. The committee shall meet at least once a term and otherwise as required.

Responsibilities - Staffing

1. To review, adopt all staff policies and their implementation. .
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To participate in the recruitment and selection of staff as required by the school.
4. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the governing body adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.
5. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
6. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.

7. To receive regular reports on staff absence, if not already reported to the full governing body.
8. To review, when required, the unit total of the school and the effect, if any on the ISR.

Responsibilities - Finance

1. With support from the School Business Manager, governors to provide guidance and assistance to the head teacher and the governing body on all financial matters.
2. To review and approve, internal financial regulations for the financial management of the school in accordance with guidance issued by the authority.
3. To consider, monitor and approve a three-year financial plan using the latest available information as required in SFVS and annual budget on behalf of the Governing Body, taking into account, the priorities of the School Improvement Plan, allocation of pupil premium funding, impact on school balances, pay increments as set out in the pay policy, roll projections and signals from central government and the local authority regarding future years' budgets within the constraints of available information.
4. To consider and approve proposals made in respect of Service Level Agreements if above the limit delegated to the head teacher under financial regulations.
5. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and where necessary, make recommendations to the governing body. This to be done via the receipt of at least termly budget monitoring reports from the Business Manager.
6. To approve virements between budget headings where the value is in excess of the sum delegated to the head teacher under the school's internal financial regulations.
7. To review and adopt all finance policies and their implementation, including those relating to charges and remissions, lettings and income.
8. To consider the appropriate level of reserves and balances, bearing in mind guidance produced by the local authority.
9. To consider the annual audited accounts of all unofficial funds prior to presentation to the governing body.
10. To report back to each meeting of the full governing body and to alert them to potential problems or significant anomalies at an early date.
11. To contribute to the School Development/Improvement Plan including consideration of the longer term resource requirements of the school.

12. To review, complete and recommend submission of the Schools Financial Value Standards return to the full governing body.
13. To undertake any remedial action identified as part of the SFVS.
14. To receive and act upon any issues identified by a local authority audit.
15. To respond, on behalf of the governing body, to any consultations relating to the LA Scheme of Delegation or the Funding of Schools.

Responsibilities - Premises:

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. To receive regular reports concerning the premises and grounds and agree a statement of priorities for maintenance and development for the approval of the governing body.
3. To advise the governing body on major projects deemed to be necessary or appropriate.
4. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.
5. To monitor the maintenance and upkeep of the school premises and grounds.
6. To determine the use of school premises outside school session times, including advice to the governing body on a possible charging policy, which must be determined by the governing body.
7. To provide support and guidance to the head teacher on all matters relating to the school premises, grounds and security.

Responsibilities – General:

1. To monitor the relevant are(s) of the School Improvement Plan.
2. To determine arrangements for the approval of educational visits in the school in accordance with Children’s Services Authority’s policy and guidelines.

Reviewed and accepted by governors of the Resources Committee: 22.11.22