



## St Paul's Primary School

### Resources Committee Term of Reference 2024-25

<b>Chair of committee:</b>	Janet Serevena (Chair of Governors)
<b>Clerk:</b>	Gemma Gray (Clerk to Governors)
<b>Membership:</b>	5 governors, to include the Headteacher
<b>Quorum:</b>	3
<b>Meetings:</b>	Meetings will take place once each term (6 times per year). The Committee will report back to the Governing Board in the next Full Governing Board meeting.
<b>Remit:</b>	The responsibilities of the committee are as set out in the Scheme of Delegation. In the case of any discrepancy, the Scheme of Delegation takes precedent.

#### The committee has delegated responsibility to:

##### Finance

1. Award contracts (GB to determine levels of authorisation)
2. Approve transfers between budget headings (GB to set authorisation levels)
3. Approve annual budget prioritised against school improvement priorities
4. Ensure the budget is only spent for school purposes
5. Review contracts and services due for renewal (GB to set authorisation levels)
6. Monitor adequacy of staff and governors financial management competency
7. Approve signatories for authorising orders and payments
8. Ensure school is compliant with the Schools Financial Value Standards (SFVS)
9. Monitor income and expenditure reports and approve returns required by LA
10. Establish and review the charging and remissions policy
11. Appoint auditors to conduct an audit of the School Fund
12. Receive an annual report on the audited accounts of the School Fund
13. Approve and review ordering and payment systems
14. Approve purchase of services from LA and others (GB to set authorisation levels)
15. Approve writing off irrecoverable debts up to £500 (LA approval required above this amount)
16. Approve the disposal of surplus and damaged equipment
17. Consider annual financial benchmarking data and analyse outcomes

18. Ensure the budget has allocated funds to support the school improvement plan, changes to staffing structure and salary increases approved following appraisal
19. Ensure all required finance policies and procedures are in place
20. Agree end of year budget rollover
21. Receive and respond to reports from Local Authority Auditors
22. Approve and review a governors' allowances scheme
23. Agree budget for governor training and evaluate the impact of spending

## Staffing

1. Appoint selection panel for members of the senior leadership team (except Head)
2. Determine the school's staffing complement and structure
3. Appoint Head's performance management and pay award panel
4. Approve and review a teacher appraisal policy
5. Approve applications for early retirement, secondment and leave of absence not covered by local agreements.
6. Adopt procedures for the regulation of conduct and discipline of staff, staff grievance procedures and procedures for dealing with the capability of staff
7. Approve a procedure for dealing with allegations of abuse against staff
8. Review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

## Premises

1. Establish all legally required and LA recommended premises related policies and monitor the effectiveness of their implementation
2. Agree a funded maintenance plan
3. Approve hiring policy and charges
4. Agree level of maintenance service the school will buy from service providers
5. Buildings insurance and personal liability – GB to seek advice from LA where appropriate

## Health & Safety

1. Approve a health and safety policy and monitor its implementation
2. Ensure compliance with relevant health, safety and safeguarding legislation
3. Receive monitoring reports from the H&S link governor

## Other

1. Management of risk register
2. Establish a data protection policy (GDPR)
3. Publish a freedom of information scheme and comply with it

## **Policies that may be delegated to the Resources Committee to review include:**

### **Finance policies**

Charging and remissions

Tendering and Procurement Policy

### **Staffing policies**

Capability of teaching and support staff

Early career teachers (ECTs)

Staff discipline, conduct and grievance (procedures for addressing)

Teachers' pay

Appraisal of Teaching Staff

Whistleblowing Procedure

### **Health & Safety related policies**

Health and safety

Pupils with medical needs (including those who cannot attend school)

### **Information and Equality Policies**

Data protection

Freedom of Information

Equality information and objectives

Equality and diversity policy