

Resources Management Committee

TERMS OF REFERENCE FOR COMMITTEE (WITH DELEGATED POWERS)

Membership

The committee shall consist of a minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of the committee by making reference to the appended document "Committee Guidance" which is taken from the DfES Statutory Guidance on the School Governance (Procedures)(England) Regulations 2003 [Derbyshire County Council Governor Support Services]. The Governing Body must also review the establishment, terms of reference, constitution and membership of the committee annually at the beginning of the academic year.

Quorum

The quorum for a meeting of the committee shall not be less than three members of the Governing Body.

Meetings

The committee shall meet at least once a term prior to the full governing body meetings and otherwise as required. A meeting shall be convened at the request of the Chair, Head teacher or any two members of the committee. Every member of the committee and the Head teacher shall be given at least seven days clear notice of the committee meeting.

Appointment of Chair and Clerk

The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the academic year.

Minutes

A written record should be kept of the meetings of the committee including details of those present. These minutes should be submitted to the next Full Governing Board meeting through the Clerk to the Governing Body.

Finance

Financial Regulations and procedures to be agreed in this committee;

- 1 . To consider each year's School Improvement Plan and prepare a budget plan and options for consideration and approval by the full Governing Body.
2. To monitor the budget and make recommendations to the Governing Body for any in year changes to the budget plan.
3. To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
4. To recommend virements between budget heads in excess of any delegation granted to the Head Teacher under the Governors' Scheme of Financial Delegation.
5. To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.

6. To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance.
7. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
8. To make recommendations to the Governing Body on the financial aspects of the Governors' Scheme of Financial Delegation.
9. To determine the arrangements and the scale of charges for the letting of the school and other remissions.
10. To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
11. To ensure that the principles of Best Value are followed when making decisions.
12. Agree SFVS annually.

Personnel (in line with LA Guidelines)

1. Consultation to draft and regularly review as appropriate a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters.
2. Discipline/Grievance - to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. Redundancy - to draft and review, in consultation with staff, criteria for redundancy for the approval of the Governing Body.
4. Staffing Structure - to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's leadership team and the School Improvement Plan.
5. The committee will also have responsibility for the following functions:
 - i) Absence management and monitoring
 - ii) Harassment & bullying
 - iii) Competence
 - iv) Recruitment & retention
 - v) Health & safety
 - vi) Extended schools' provision
6. A separate Pay Committee

Premises | Health and Safety

1. To inspect the premises and grounds annually and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Body (with reference to the Asset Management Plan).
2. To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising maintenance work.
3. To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services with the Local Authority

4. To consider improvements/alterations to the school premises and to make recommendations to the Governing Body, which shall forward proposals to the LA for consideration and approval.
5. To draft/agree specifications for any work to the building to be undertaken by outside contractors, this to be funded from the delegated budget.
6. To be responsible for monitoring the arrangements for the security of the premises.
7. To consider requests to improve/ replace furnishings within the school, within budget provision.
8. To monitor the operation of the LA's Health and Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of employees, pupils and visitors to the school, and to make recommendations to the Governing Body.
9. To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.
10. To make recommendations for updating the School Improvement Plan as it relates to the management of school premises, Premises Plan is separate.
11. To undertake accessibility planning as it relates to all aspects of the school's premises.

Other Delegated Responsibilities to the Committee

- i) Review of Governor Induction Pack annually
- ii) Discuss and Review Policies;
 - Health & Safety
 - Performance Management
 - Whistle Blowing
 - Extended School provision
 - Medicines in School
 - Number of Safeguarding documents, including Educational visits and Domestic Violence Guidance

Functions Delegated to the Head teacher

1. As per the Governors' Scheme of Financial Delegation which includes the following financial limits set by the Governors.
 - Order Limit
(this is the amount up to which the head teacher can order goods [services before seeking Governor approval. Any order which is greater than the order limit must not be placed without Governors' prior approval and a minute number) E1 000
 - Virement Limit
(this is the amount up to which money can be moved between budget headings, before Governor approval is required. Virements above this limit must not be performed without Governors' prior approval and a minute number)

(this is the threshold purchase value of an item which would necessitate it being entered on to the school's inventory) E200
2. To be responsible for day-to-day minor repairs and maintenance.
3. To be responsible for the arrangements for letting the school premises.
4. To be responsible for liaison with contractors where such work is funded from the school's budget.

- 5 To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee and, if appropriate, the LA.
- 6 To be responsible for the day-to-day health and safety arrangements in the school.

Delegated Functions Overview

The following functions can be delegated to a committee but cannot be delegated to an individual.

Functions relating to:

- i) the alteration, discontinuance or change of category of maintained schools;
- ii) the approval of the first formal budget plan of the financial year;
- iii) Induction pack/Prospectus guide
- iv) Performance Management and pay

The Governing Body must:

- a) approve the annual maintenance programme;
- b) consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision;
- c) approve tenders and expenditures for all building or civil engineering contracts in excess of £10,000 which is to be funded from the school's delegated budget and inform the LA (as expenditure in excess of £10,000 has capital implications).

The Governing Body cannot delegate any functions relating to the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

These terms of reference agreed at the Full Governing Board meeting of Thursday 14th October 2021.