

BASSINGBOURN COMMUNITY PRIMARY SCHOOL

RESOURCES COMMITTEE

TERMS OF REFERENCE and FINANCIAL RESPONSIBILITIES

1. SCOPE

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitutions and membership of the Committee.

2. MEMBERSHIP

- 2.1 The Committee shall consist of a minimum of 4 governors, including the headteacher (or his/her representative), other teaching / non teaching staff, and Associate members as appropriate.
- 2.2 Where the headteacher is not a member of the Committee, they retain the right to attend such Committee meetings.
- 2.3 The Committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the Committee.
- 2.4 Associate members may be members of the Committee, but the majority of committee members shall be governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the governing body.
- 2.5 Other members of the governing body, and individuals invited to attend for a specific contribution / sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.
- 2.6 Only full members of the Committee, as approved by the governing body, shall have the right to vote on any resolution placed before the Committee.

3. QUORUM

The quorum of the Committee shall be 50% or 3 governors whichever is the greater.

4. MEETINGS

- 4.1 The Committee shall meet at least termly, or more frequently as may be required from time to time.
- 4.2 Frequency and dates for Committee meetings will be considered before the beginning of each school year / term as part of the annual / termly cycle of full

governing body and committee meetings, to ensure that a schedule exists for the academic year.

- 4.3 Members of the Committee are entitled to seven days notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) needs urgent attention.

5. CHAIRMANSHIP

- 5.1 The Chair of the Committee shall be elected annually by the Committee, at the first Committee meeting of the Autumn term.
- 5.2 If the Chair is absent from a meeting, a governor may be elected to take the Chair for the duration of that meeting.

6. STANDING ORDERS

- 6.1 All Committee meetings must have a written agenda, and be recorded in a minutes format. Such minutes must be signed off by the Chair of the Committee as an accurate record of proceedings, once such minutes have been agreed by members of the Committee.
- 6.2 Members of the Committee are entitled to receive an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered.
- 6.3 Where possible, these will be distributed at least seven days before a Committee meeting.
- 6.4 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

7. FINANCIAL RESPONSIBILITIES

- 7.1 To provide guidance and assistance to the headteacher and the governing body in any matters relating to the governors' financial responsibilities and to ensure that there are clear procedures for governors' expenses.
- 7.2 To oversee longer term financial planning and resourcing in the context of the School Development Plan and of the policies and objectives of the school, and to advise the governors thereon as appropriate.
- 7.3 To consider each year's annual Development Plan priorities and to recommend an annual budget to the governing body for approval (in time for approval of full governors before submission to county).
- 7.4 To monitor spending of official funds against budget during and after the close of the financial year on a regular termly basis and to report on significant issues to the governing body.

- 7.5 To authorise virements (i.e. switches between budget headings) and non-budgeted expenditure decisions of a size lying between 1 % and 2.5% of the whole of the annual LMS budget, and make recommendations to the full governing body on such items with a value of over 2.5% of the budget.
- 7.6 To ensure non-LEA funds are regularly monitored and checked.
- 7.7 To respond to any issues arising from the audit of the school's accounts
- 7.8 To consider audited accounts for unofficial/non-public funds and forward to the governing body.
- 7.9 To review, at the first meeting in each academic year, these financial regulations and terms of reference, and make any recommendations for changes to the governing body.
- 7.10 To review and approve policies and procedures relating to lettings policy and policy for charging for school activities.
- 7.11 The committee shall prepare information on income and expenditure for the governor's annual report to parents if required.

8. FINANCIAL RESPONSIBILITIES OF THE HEADTEACHER

- 8.1 The headteacher is responsible for the day-to-day management of the school's financial affairs and has the power to exercise virements and journal transfers, make individual non-budgeted expenditure decisions up to the value of 1 % of the whole LMS
- 8.2 The headteacher is responsible for the preparation of the draft annual budget (and should ensure that a copy of the budget as approved by the governing body is returned to the LEA within the timetable set out by the LEA) and for the provision of termly budget monitoring information to the resources committee.
- 8.3 The headteacher is responsible to the resources committee for ensuring that sound systems of internal control, appropriate separation of duties and delegation to other staff are in place, and for ensuring that LEA Financial Regulations / Standing Orders for Contracts / Financial Control Standards are complied with.

9. PREMISES

The Committee will be responsible for;

- 9.1 An annual programme of repairs and maintenance after carrying out an annual inspection of the premises.
- 9.2 The letting of contracts in accordance with the LEA's Standing Orders
- 9.3 The level of maintenance service the school wishes to buy from service providers.

9.4 Adequate premises insurance.

9.5 Action to meet governors' responsibilities under the Environmental Protection Act 1990 relating to litter and refuse.

9.6 Considering the recommendations of the Health and Safety committee and arranging funding if required.

10. IT

The committee will make recommendations to and act on behalf of the governing body with regard to the school IT infrastructure and will manage the funds available from the capital budget or other budget as required to implement the IT policy.

11. DECLARATION OF INTERESTS

11.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting.

11.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

The full governing body agreed these terms of reference on

Date

Chair of Governors