



## Resources Subcommittee

### Introduction

The Governing Body can delegate functions to a subcommittee, subject to prescribed restrictions. The Governing Body agrees the level of delegation to this committee via this Terms of Reference, which is reviewed and agreed annually. Outside of this review period, amendments can be agreed and applied by the Governing Body.

### Statement of Remit

In collaboration with the Management Team, work to ensure the most efficient use of all resources – property, people and assets – to drive up standards and provide a safe working environment for all pupils and staff.

<b>Membership</b>	The Committee will comprise of between 4 and 6 members of the Governing Body with voting rights. This committee may decide, from time to time to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.
<b>Quorum</b>	Not less than three of the members with voting rights will be required to attend for a meeting to form a quorum.
<b>Convening Meetings</b>	Resources Committee will meet twice per term.  In addition the Chair, the Executive Headteacher, or any two members of the Committee may request a meeting. Committee members shall be given at least seven calendar days notice of a Committee meeting.
<b>Appointment of the Chair and Clerk</b>	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 school year.
<b>Role of Committee Chair</b>	<ul style="list-style-type: none"><li>• Ensure meetings are conducted in accordance with Norfolk Governor Toolkit guidelines and good meetings management</li><li>• Draw up the agenda (in liaison with Executive Headteacher and other Governors as necessary) and gather together the necessary paperwork, such that these are circulated 7 calendar days in advance of meetings.</li><li>• Ensure flexibility of meeting dates and times such that Governors have the opportunity to manage personal and Governance commitments.</li><li>• Ensure the committee, on an annual basis, sets and then follows a broad timetable of activity that, together with Terms of Reference, is reviewed by Full Governing Body.</li></ul>
<b>Role of Committee Clerk</b>	<ul style="list-style-type: none"><li>• Provide draft minutes to committee members within 7 calendar days of a meeting being held.</li><li>• Minutes must record those present and consent to any apologies. Minutes must record business conducted at the meeting, including decisions taken, challenges made and questions asked, such that all members of the governing body can be aware of committee business.</li></ul>

**The Saints Primary School Federation  
Governance Subcommittee Terms of Reference**

**Functions Delegated to Resources Committee**

1. Provide guidance and assistance to the Executive Headteacher and Governing Body in all matters relating to budgeting and finance, with reference to “Keeping Your Balance – standards for financial administration in schools” (Ofsted/Audit Commission)
2. Refer to and review annually the financial procedures agreed by the governing body
3. Approve budget revisions
4. To monitor income and expenditure of all funds and to regularly report the financial situation to Full Governing Body
5. Annually recommend to Full Governing Body the level of delegation given to the Headteacher for the day to day financial running of the Federation
6. Recommend the amount which can be vired between budget headings by the Headteacher without prior agreement of the Resources Committee
7. Responsible for monitoring the performance of bought in services
8. Receive and where appropriate respond to periodic audit reports of public funds from the County Financial Department and DfES
9. Make recommendations for updating the School Improvement and Development Plan on a yearly basis, presenting an annual budget to the Full Governing Body for approval
10. To monitor the impact of spending decisions upon educational achievement in the school
11. To ensure the audit of unofficial school funds (eg PTA)
12. Authorise the filling of any vacancy which might arise (except Headteacher or Deputy Headteacher) or for recommending alternative action to the full Governing Body, determining in accordance with the School's pay policy the level of salary for new staff appointments
13. Consider applications from staff for leave of absence outside the school policy
14. Ensure the repair and maintenance of the buildings and any other related work which does not fall within the brief of the Full Federated Governing Body, the Local Authority or Diocesan Board;
15. Be responsible for determining and recommending to the Full Federated Governing Body all matters relating to the Annual Maintenance and Health and Safety of School premises
16. Ensure that an annual cycle of risk assessment is carried out
17. Monitor the effectiveness of the School's health and safety arrangements, make periodic inspections of buildings, and equipment and report at least once a year to the Full Governing Body
18. Ensure that the Governors responsibilities are discharged regarding litter under the Environmental Protection Act
19. Responsible for management of policies allocated to this committee and make representations to the Full Governing Body for ratification and changes where appropriate
20. To attend or commission appropriate governor training that will meets identified gaps in skills and knowledge

**The Saints Primary School Federation  
Governance Subcommittee Terms of Reference**

**Functions delegated to the Executive Headteacher**

1. Authorisation of leave of absence for staff according to the school policy (with or without pay)
2. Appointment of temporary staff, including the absences of permanent staff
3. Make necessary arrangements for the appointment of staff which have been agreed by the committee
4. Take action on staffing issues as required in consultation with the Chair of Governors
5. Responsible for the day to day management of health and safety and lettings throughout the school
6. Take any urgent action on health and safety issues as is required in consultation with the Chair of Governors, and if appropriate, with the Local Authority or Diocesan Officer
7. Responsible for liaison with contractors with regard to health and safety legislation

**Functions retained by the Governing Body**

1. Approve the School's Budget Plan
2. Consider recommendations from the committee for improvements not contained within the budget
3. Consider audit reports on the school
4. Ratify policy documents
5. Approve the establishment for staffing of the schools in the federation
6. Responsible for the arrangements for appointing the Headteacher and Deputy Headteacher
7. Determine the level of salary for both the Headteacher and Deputy Headteacher
8. Approve tenders and expenditures for all buildings or civil engineering contracts in excess of £25,000 which is to be funded from the School's delegated budget and inform the Local Authority and Diocesan Board
9. Approve the School's Buildings and Premises maintenance plan and Health and Safety maintenance plan