



Governing board of East Sheen Primary School

Remit: The Resources Committee monitors and evaluates the use of and impact of the school's budget, recruitment and professional development of staff, and premises.

Functions: All Committees have the following responsibilities:

- receive reports from members of staff about matters relating to any of the issues listed in their terms of reference;
- contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body;
- consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body;
- consider the views of staff, pupils and parents when making strategic decisions that will impact on them;
- consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies;
- take appropriate action on any other relevant matter referred by the governing body.
- to liaise as required with other committees
- receive reports from the Pay and Appraisal Sub Committee

The Resources Committee will:

Finance

- ensure that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money.
- keep under review the scheme of delegation in financial matters including the level of delegation to the Headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- recommend to the governing body for approval, an annual budget reflecting priorities in the three-year school development plan previously agreed by the FGB;
- support the school to scenario build regarding the possibility of budget increases or cuts;
- ensure that a recovery plan is put into place where a budget has gone into a deficit position or that there is a plan to spend surpluses;
- monitor the budget (and any other devolved funds) and report to the governing body drawing on evaluations from the other committees and making any appropriate recommendations for future budgetary decisions;
- evaluate the value for money achieved particularly in relation to specific grants such as pupil and sport premium. Consider how sustainability will be achieved if funding stops.
- monitor value of all services, including Service Level Agreements, in accordance with the best value statement in the School's Budget plan.



Staffing

- monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled
- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- promote the wellbeing of the head and ensure that the school promotes the well-being of staff
- monitor staff deployment, absence, recruitment, retention and morale;
- ensure that the school complies with the General Equality Duty in relation to staff.
- ensure the school complies with all requirements in relation to safer recruitment
- decide the budget for staff development and monitor and evaluate the impact on the continuing professional development for all staff on the wellbeing and achievement of pupils

Premises

- draw up medium and long term plans relating to the repair, maintenance and development of premises and infrastructure and recommend action to the governing body;
- monitor and evaluate health and safety and emergency procedures including lockdown, ensuring that necessary checks and risk assessments are carried out and action points are implemented.

Virements

- Up to £2,500 the Head can authorise unilaterally;
- Up to £10,000 the Resources Committee can authorise without consulting the Full Governing Body;
- Over £10,000 the Resources Committee must gain Full Governing Body approval.

Expenditures

- Up to £5,000 the Head can authorise unilaterally;
- Up to £20,000 the Resources Committee can authorise without consulting the Full Governing Body;
- Over £20,000 the Resources Committee must gain Full Governing Body approval.

Membership: The Committee will comprise of at least 4 members, plus the Headteacher, and where appropriate, associate members to provide specific expertise and/or skills. A Chair and Vice Chair of the Committee will be elected annually. Governors employed by the school may not be elected as Chair. Any member of the committee with a direct financial interest in any matter under discussion should withdraw from the meeting on that matter.

Quorum: To be quorate the meeting shall consist of four members: the Headteacher or Deputy Headteacher and three other non-staff Governor.

The meeting will not take place unless the Headteacher or her representative is present. Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a



second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Meetings: The committee will meet at least three times a year. Minutes shall be recorded by the Clerk to the Governors when available, otherwise by members of the Committee in rotation. Minutes will be distributed within 14 days of the last meeting. Minutes of the committee's meetings will be shared with the Full Governing Board and a verbal report will be given by the Chair (or another member of the committee nominated by the Chair) at the next Full Governing Body Meeting.

Policies

Approval of the following policies/documents is delegated to the Resources Committee:

- Accessibility
- Best Value Statement and Evaluation
- Business Continuity Plan
- Charging and Remissions
- Critical Incident Plan
- Data Protection
- Emergency Evacuation Plan
- Fair Processing
- Freedom of Information
- Governor Allowances
- Health and Safety
- Lettings
- Managing Health and Attendance
- Safer people
- Safer Places
- Special Leave
- Spending and Virements
- Theft and Fraud Prevention
- Unofficial Accounts
- Whistleblowing

Approved by the governing board:

Adopted by the Resources Committee: 3/10/19 **Next review date: October 2020**