

# Resources Committee

## "Creating Opportunities"



### Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure for all staff and adhere to safeguarding principles
- To establish and review a Performance Management Policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being including the monitoring of absence
- To annually review the school's emergency procedures
- To monitor the effectiveness and compliance to safeguarding
- To prioritise, maintenance and development of the school's premises taking into consideration monies available
- To ensure the school complies with Health and Safety regulations, and, in collaboration with the Local Authority, to assist the Governing Body and the Headteacher to discharge their responsibilities under the Health and Safety Work Act 1974, and other relevant legislation and requirements, in particular:
  1. To regularly review the Governing Body's Health and Safety Policy, and to recommend any revisions;
  2. To annually complete and return to the LA the Governors Healthy and Safety Performance Review
  3. To ensure the necessary school management organisation is in place to implement the Health and Safety Policy and to appoint a named governor with responsibility for overseeing all matters relating to Health and Safety
  4. To monitor the effectiveness of the school's Health and Safety arrangements by periodic inspections of buildings, site, equipment and risk assessments and report back to the Governing Body
- To establish and keep under review an Asset Management Plan and Accessibility plan
- To keep under review the Governing Body's Lettings and Charging Policy and to recommend revisions
- To consider reducing the carbon footprint in the existing building and any new build
- In consultation with the Headteacher to draft the first formal budget plan of the financial year
- To ratify the budget subject to approval at the next full Governing Body meeting
- Ensure the SDP is financially linked
- Adhere to Schools Financial Value Standards (SFVS) and policies
- Application of Best Value Statements and Statement of Internal Control and checking benchmark against DfE website
- To establish and maintain an up to date three year financial plan
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations
- To manage and monitor Pupil Premium and Sport Premium expenditure
- To ensure as is practical that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- To ensure that the school complies with the legal requirements of the L.M.S. scheme, LA requirements, financial regulations and standing orders
- Prior agreement for visitors to attend the meeting and establish their role as to whether they are an observer or an active participant
- To maintain confidentiality
- Members should not be involved in discussions where there is a conflict of interest

Terms of Reference Agreed by Governing Board:  
Signed:

Date: 14.11.24  
Chair of Resources

