



St Swithuns Catholic Primary School, Resources terms of Reference

St. Swithun's Catholic Primary School (SS) has two main committees reporting to the Full Governing Board (FGB). The first covers, Curriculum and Standards the second Resources.

These terms of reference relate to the **Resources Committee** and cover the following areas of the schools activity:-

- Buildings, including health & safety (including safeguarding aspects)
- Finance
- HR
- Nursery

Membership of all committees will be agreed, ratified and recorded by the FGB. A chair and minute taker will be appointed. An agenda and notes of agreed actions will be produced for every meeting.

The committee will report to the FGB and all decisions must be ratified by the FGB. The committee will have a quorum of three members which will include a member of staff. The committee will meet at least three times a year and in accordance with a published timetable.

Buildings

- Provide guidance and assistance to the FGB in all matters relating to the use of the schools devolved capital funds and the future needs of the school premises.
- Maintain an overview of all matters relating to the school premises including health and safety.
- Consider priorities relating to the planned use of the school devolved capital spending when balanced against the current and future needs of the school.
- Consider long term proposals for the school premises and the future needs of the school based on pupil forecast figures and other relevant data.
- Support the school in the effective implementation of any current and/or proposed building plans or projects.
- Liaise and consult with other committees where necessary.

Finance

- Provide guidance and assistance to the FGB and Headteacher in all matters relating to finance and budgeting.
- Prepare and review financial policy statements, including consideration of long term planning and resourcing.
- With reference to the current year's School Strategic Plan, present an annual budget to the FGB for approval.



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- Delegate to the Headteacher authority to spend a sum not exceeding the lesser amount of 10% of the contingency as published in the latest approved budget of the current financial year, or £10,000. Advise the FGB on the degree to which financial management should be delegated to the Headteacher.
- Have the power to amend the latest budget, which has been approved by the FGB, to a limit not exceeding 40% of the agreed contingency. This is in addition to the 10% mentioned above.
- Receive reports from the Headteacher and/or Finance Officer on all aspects of the school's finances, to monitor these and to report to the FGB once per term.
- Receive and respond to audits and other similar reports.

HR

- Control of all staff costs
- Ensure staff are aware of Discipline and Grievance procedures.
- Keep staffing structure under review, particularly when a vacancy occurs.
- Advising the Governing Body on Personnel issues
- Monitoring the Performance Management cycle
- Ensure appropriate policies are drafted and regularly reviewed for approval by the Full Governing Body
- Monitors that the safeguarding policy is made available to parents and carers if requested.
- Monitors that all staff and volunteers have a current DBS check so that they are safe to work with pupils who attend the school
- Ensure that the school has procedures for handling allegations of abuse made against members of staff (including the Head Teacher) trainees and volunteers.

Management of extended services

- The provision of an independent assessment of the school's arrangements for internal control, risk management, financial accountability, value for money .

Reviewed: October 2020

Due for review: October 2021



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