



*"We learn together, we play together, we pray together,
we grow together in the love of God"*

Resources Committee

Terms of Reference

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Owner:	Resources Committee
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These are the Terms of Reference for the Resources Committee of St Theresa's Catholic Primary School. They are controlled by the Resources Committee and approved by the full Governing Body.

Status: Approval Pending

Purpose of the Resources Committee

The Resources Committee has been developed as part of St Theresa's School governance structure to examine, advise and monitor:

- Compliance with the school's budget plan,
- human resources management and support systems,
- health and safety considerations for pupils, employees, visitors and premises,
- compliance with policies relating to information technology and data protection considerations

as agreed by the Senior Leadership Team (SLT) and governors, and in accordance with statutory regulations and 'Best Practice Standards'.

The committee is responsible for ensuring that standards are set, achieved and maintained.

Through the school's ethos in which *We learn together, we play together, we pray together, we grow together in the love of God*, the committee seeks to enable all pupils, staff and visitors to proactively contribute to school life to ensure the prudent, fair and equitable use of the school's resources. Seeking to care for each other and our environment, safeguarding our health and wellbeing as our pupils pursue their life-long learning ambition.

Resources Committee Membership

The committee will be appointed annually by the Full Governing Board (FGB). Committee members shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the GB, whichever happens first

- The committee shall consist of not less than 6 governors including the Head Teacher
- The committee will elect a non-employee as Chair.
- The committee will elect a Vice-Chair.
- The committee will elect a Clerk.
- The committee will make recommendations to the Governing Body for co-optation of non-governing members.



Quorum

- The quorum shall be 5 governors, including the Head Teacher.

Meetings

There will be a meeting each term (x3), lasting two hours. This will be clerked by a nominated committee member.

The first meeting of each annual cycle will be held in the July. Subsequent meetings will be held in January and May, so as to feed into the FGB Clerked meetings in September, February and June respectively.

- All business to be discussed, including reports, and ratified policies, must be forwarded to the Chair and Governor Clerk **ten days** in advance of the Resources Committee meeting.
- Agenda and papers to be circulated one week in advance to committee members. Members are responsible for reading these in advance of the meeting and forwarding queries directly to the Chair and Headteacher in advance of the meeting. This is to enable a full response to be given at the meeting and formally minuted.
- The committee may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees shall not be entitled to vote on any matters.
- Every matter to be decided upon will be determined by a majority vote; each member of the committee that is present at the meeting shall be entitled to one vote. Where there is an equal division of votes, the chair will have the deciding vote.
- There will be no 'any other business' agenda items.
- A register of attendance shall be kept for each meeting and will be published on an annual basis.
- Ratification of the minutes will happen electronically between committee members within **seven days** of the meeting. The Chair will forward ratified minutes to the Chair of Governors for the FGB meeting **ten days** before the FGB.

Terms of Reference

The duties of the committee include:

Financial

- Ensure the school operates within statutory and local financial regulatory frameworks as outlined within Barnet's Financial Regulations and the School's Financial Management policies.
- Advise the Full Governing Board (FGB) on financial strategy and policy for the school within the resources available.
- Ensure the three-year budget plan is in line with the School's Improvement Plan
- Guide and assist the FGB and Headteacher in all matters relating to budgeting and finance.
- Endorse the school's annual accounts, before being ratified and signed by the Chair of Governors.
- Review and endorse the School's Financial Value Standard form for ratification by the FGB prior to submission by 31 January each year.
- Review, amend as required, and approve the school's budget as prepared by the school's Finance Officer and Headteacher.
- Oversee and monitor school accounts for accuracy and probity. Ensure, where appropriate, corrective actions are taken promptly and reported accordingly.
- Oversee and monitor the Governors' Building Fund and Governors' account; to monitor expenditure of the Governors' Building Fund; providing such information as may be required



by the Westminster Diocese; and respond to recommendations made by auditors or the Westminster Diocese.

- Apply deficit budget procedures as set out in the 'Scheme for Financing Schools'.
- Monitor and maintain the up-to-date 3-year budget plan.
- Ensure all assets and financial resources are efficiently used.
- Receive the auditors' report and recommend to the FGB action as appropriate in response to audit findings.
- Benchmark the school's financial performance and report to the FGB

Human Resources

- In consultation with the Headteacher, monitor and review regularly the staffing structure of the school.
- Ensure compliance with the appointment procedure for all staff demonstrating fairness and equitable application thereof, and in Safer Recruitment best practice guidance.
- Ensure the application of criteria set by school policy in determining the pay for each member of staff at their annual review, in consultation with the Headteacher.
- Consider any appeal arising out of an annual pay review.
- Complete the process of Headteacher appraisal annually before the close of the first term.
- With the Headteacher ensure the Governing body complies with the Appraisals Regulations 2012 (teachers)
- Review regularly staff welfare policies in accordance with emerging legislative advice and best practice procedures. Ensuring all staff issues are observed and dealt with, in accordance with the relevant parts of employment law,
- Where appropriate members may be required to take part in grievance procedures in accordance with policies.
- Liaison with Westminster Diocese or London Borough of Barnet concerning the nomination of Foundation Governors or Parent Governors respectively.

Premises, Health and Safety

- Make decisions on matters concerning all health and safety issues relating to pupils, staff and visitors to the school (where legally allowed).
- Oversee and review the School's Building Development Plan, advising the FGB on matters relating to building modification and construction.
- Oversee and monitor the School's Accessibility Plan and Critical Incident Plan together with appropriate risk assessments.
- Make decisions on matters concerning the safety of school premises (where legally allowed).
- Escalate concerns relating to Health and Safety of premises to the FGB and Local Authority accordingly.
- Oversee the maintenance of the Asset Register.
- Make decisions concerning awards of tendered contracts and take part in the tendering process where appropriate.
- With the SLT process applications for the hire of school premises.
- Oversee the internal decoration of the school.
- Approve maintenance contracts for all:
 - site electrical and mechanical work.
 - site contracts for cleaning and ground maintenance

Information technology and data protection

- Ensure compliance with the General Data Protection Regulation (GDPR)
- Ensure safety of pupils and others when using online resources



- Ensure the proper maintenance of the school's computer server

General

- Monitor implementation of the School Improvement Plan (SIP) and ensure that it is in line with the School Evaluation Form (SEF), ensuring efficacious use of all resources.
- Ensure all governors in their duties are up-to-date with developments in legislation and best practice guidance according to the requirements of this committee.

The committee will review its own progress annually in July, taking into account its own performance, constitution and terms of reference, to make sure that the committee is operating at its full potential.

Authority

This committee is authorised by the Full Governing Board to:

- Investigate any activity within its terms of reference
- Seek any information it requires from any member of the governing body, teaching senior leadership team, with all governors and SLT members directed to cooperate with any request made by the committee.
- Obtain any outside legal or independent advice where it deems it necessary.

These Terms of Reference agreed by the Governing Body on: **25 September 2018**

Chair of the Committee **Fr John Dermody**

Vice Chair to the Committee

Clerk to the Committee

Name of Governor / Associate Member	G / A
Fr John Dermody	G
Tony Shotton	G
Gerry Costello	G
Ony Ogodazi	G
Linda O'Melia	G
James Troy	G



Joe Brohan

A

School Business Manager

Document History

Version	Date	Comments
0.1	15 01 2018	Initial Draft Version for Resources Committee <i>This version will replace and combine and standardise all previous versions of the Financial, Pay and Personnel and Health and Safety and Premises Committees ToRs, and incorporate Safeguarding into this new committee structure.</i>
0.2	22 06 2018	Revised version incorporating additions and amendments agreed at the FGB meeting on 12 June 2018

Document Control

Approved:	Day/Month/Year
Signed by:	Fr John Dermody Chair. On behalf of the Resources Committee
Next Scheduled Review	July 2018
Date	