

Resources Committee: terms of reference

- In consultation with the Headteacher, to approve the first formal budget plan of the financial year and report the decision back to the Full Governing Body.
- To establish and maintain a three year financial plan.
- To approve the financial reports from the school finance department.
- To ensure that the school operates within the Financial Regulations of the County Council and compliance with the Department of Education.
- To review annually the set of financial regulations.
- To ensure full compliance with the Schools Financial Value Standards.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To review annually Charges and Remissions policies and Expenses policies
- To make ourselves aware of the service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To ensure that Health and Safety issues are prioritised.
- To monitor expenditure relating to formula capital and capital projects.
- To approve the annual accounts for submission to the Full Governing Body.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Resources committee.
- To establish a Pay policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for the Senior Leadership Team.
- To ensure that all policies within the remit of the committee, as detailed in the Policy Planner, are reviewed at appropriate intervals.
- To keep under review staff work/life balance, working conditions and well-being, including absence.
- To consider any appeal against a decision on pay grading or pay awards – *school staff are not permitted to be part of formal appeals.*

Chair of the committee: Mr Jonathan Spink

Clerk to the committee: Mr Christopher Thomas

Quorum: Minimum of three

Terms of reference reviewed on 23rd November 2016

Next review: Autumn 2017