



## **Resources Committee**

### **Terms of Reference and Standing Orders**

#### **1. Membership**

**The following full governors are members:** Nicci Boddam-Whetham, Neil Brading, Henry Cooke (Chair), Sarah Nisbett, Doreen Rose

**Clerk to committee:** - Rotating

**The following are associate members:** N/A

Associate members cannot vote.

#### **2. Quorum**

The quorum is 3

#### **3. Meetings**

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

#### **4. Chairmanship**

The committee will be chaired by **Henry Cooke**.

If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

#### **5. Partnership with the headteacher**

In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a governor).

## **6. Minutes**

All committee meetings must be minuted. The minutes must be circulated within a week of the meeting and put on GovernorHub.

## **7. Terms of Reference**

The Committee has delegated powers to carry out the following specific tasks:

1. To prepare the first formal budget plan having regard to Best Value principles
2. To monitor a training strategy for teachers, support staff and governors.
3. To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment in line with Ducklington CE Primary School's Write Off Policy
4. To establish and review ordering and payment systems
5. To set a charging and remissions policy
6. To approve transfer between budget headings (virement) within agreed limits of over (£1,000)
7. To ensure that the school meets Financial Management Standards
8. To monitor health & safety arrangements
9. To monitor the accident book and agree appropriate action
10. To obtain buildings insurance - GB to seek advice from Local Authority, diocese or trustees where appropriate
11. To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan
12. To approve hiring policy and charges
13. To develop, review and oversee implementation of the governing body's personnel policies (with reference to Local Authority policies and guidance)

14. To ensure that at least one person on the selection panel for head or deputy post has completed Safer Recruitment training
15. To ensure that at least one person on every selection panel for other posts has completed Safer Recruitment training
16. To ensure that all staff have necessary checks and are on a fully completed Single Central Register
17. To monitor that the staff safeguarding checks are complete and up-to-date
18. To draft/amend and review whole school pay policy in line with the Oxfordshire County Council's Pay Policy
19. To decide on recommendations relating to the pay of all members of staff.
20. To implement the performance management of head considering advice of the School Improvement Consultant (SIC)
21. To appoint and dismiss a clerk to each committee (not head)

**In addition the Committee will:**

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to Governing Body and school self review with particular reference to the school's Self Evaluation Form.
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.

The Resources Committee will review these Terms of Reference on 13<sup>th</sup> October 2017.

The Full Governing Body agreed these Terms of Reference on 13<sup>th</sup> September 2017.