

**RESOURCES COMMITTEE**  
**(Including finance, staffing and premises)**  
**Terms of Reference 2022**

**Membership**

The membership of the committee for the academic year will be 5 members. The committee will allow other members of the Governing Body to attend meetings. Such members however will not have voting rights. The Clerk to Governors of the federated schools may also attend to take minutes.

**Quorum**

The committee will be quorate with 3 members.

**Meetings**

Meetings will be held twice a term, but additional meetings will be convened at the request of the Chair or Headteacher. All meetings will have at least 7 days' notice.

**Accountability**

This committee is accountable to the federation governing body, through written minutes, reports, and meetings. The committee must also comply with LA and national policies on issues regarding equality, finance, human resources, and the Disability Discrimination Act.

**Review**

Membership and responsibilities will be reviewed annually.

**Terms of Reference/Responsibilities**

- The appointment of the chair shall be determined at the first meeting of the school year.
- Review the policy for financial delegation at the first meeting of the school year for Governing Body approval.
- Prepare and coordinate the annual budgets (including the 3-year plan) for full Governing Body approval.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To receive and act upon any issues identified by a local authority audit.
- Review the need for Financial support services.
- To make decisions in respect of service level agreements.
- Annually review staffing.
- Implement the staff pay policy and make decisions relating to staff pay increments.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- Liaise with the LA on school funding, including lettings, and consider additional funding sources, as needed.
- Monitor provision of Formula Capital funding.
- Monitor and develop effective use of buildings and ensure the premises are well-maintained and comply with health and safety legislation, as needed.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Ensure each school meets the requirements for the Schools Financial Value Standard.
- To annually review charges, remissions, and expenses policies.
- To ensure School Funds are audited annually.

Signed:

Date: 30/09/2022