

Respect Enjoy Achieve  
Linton Primary School

<b>Resources Committee: Terms of Reference</b>	
<b>Finance</b>	In consultation with the headteacher, to draft any budget plans for the financial year and to recommend them to the governing body for approval
	Establish and review ordering and payment systems
	To monitor income and expenditure against budgeted plans, including Pupil Premium and Sports Premium funds, and report termly to the governing body, drawing attention to significant anomalies from the anticipated position
	To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate
	To make recommendations to the governing body regarding decisions due to be taken by the governing body that have financial implications to ensure economy, efficiency and effectiveness of resources
	To assess different expenditure proposals put forward and recommend priorities to the governing body
	In consultation with the headteacher, and in accordance with the Procurement Code of Practice for Schools, Schools Financial Standing Orders and Schools Contract Standing Orders, to approve contracts to be entered into up to the value of £10,000 whether for goods, services or works
	To ensure that the school's procedures comply with Local Authority requirements including the Scheme for the Financing of Schools, Procurement Code of Practice for Schools, Schools Financial Standing Orders and Schools Contract Standing Orders, and that they are reviewed periodically
	To recommend to the governing body the school's charges and remissions policy and expenses policy, and to keep those under annual review
	To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds
	To ensure that the school fund and other voluntary funds are properly audited annually for presentation to the governing body
	To receive and respond to reports from the Local Authority's auditors
	To keep an up to date register that lists for each member of the governing body, the headteacher and any member of school staff with budget management responsibility, any business interests held by them or any member of their immediate family

<b>Finance continued</b>	To approve the writing off of irrecoverable debts up to £500 and the disposal of surplus and damaged equipment
	To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff
<b>Staffing/ Personnel</b>	To develop, review and oversee the implementation of the governing body's personnel policies, including recommendations for the adoption of, and amendments to, Local Authority policies.
	Recommend staff complement
	To oversee the appointment of all members of staff other than head or deputies
	To draft on behalf of the governing body and review annually, in consultation with staff, a whole-school pay policy
	To consider and recommend to the governing body, and review annually, the school performance management policy for all staff
	Agree and monitor a training strategy for teachers, support staff and governors
	To approve applications for early retirement, secondment and leave of absence not covered by local agreements
	To draft and review, in consultation with the headteacher and staff, a policy on absence management for the approval of the governing body
	To carry out other staff-related tasks as delegated by the governing body
<b>Pay</b>	To receive and agree recommendations from the headteacher relating to the pay of all members of staff, including that of the headteacher and deputy headteacher, in line with legal requirements
<b>Health and Safety</b>	To carry out the governing body's responsibilities in relation to Health and Safety, including recommending a draft Health and Safety policy statement to the governing body and providing regular reports to the governing body on the monitoring of Health & Safety
	Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk
	To carry out the governing body's responsibilities in relation to the security of school premises and equipment
	To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow the procedures as laid down in the Local Authority's Off-Site Activities guidelines

<b>Premises</b>	To make arrangements for governors to inspect the premises on a regular basis
	Prepare annual programme of repairs and maintenance
	Agree level of maintenance service the school will buy from service providers
	Research and be involved in drawing up Asset Management Plan and Accessibility Plan for the school
	Research and keep under review the opportunities (and challenges) from developing as an Extended School
	To recommend a hiring/lettings policy to the governing body and to oversee its implementation
	To carry out any other premises-related tasks as delegated by the governing body
<b>Pecuniary interests</b>	To ensure that any pecuniary interests are declared at each meeting by everyone present

**Reporting arrangements must be established between this committee and the governing body to ensure accountability for actions and decisions taken on its behalf. Also arrangements to communicate with other committees must be established.**

<b>These terms of reference agreed by the governing body</b>	GB10-2526
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**The quorum for a standing committee is a minimum of three full governors - with staff governors not in the majority.**

<i>Name of Governor</i>	<b>Role</b>
Jean Walden	Chair
Liz Merrick	
Michelle McGrail	
Catherine Hollis	
Adam Windle	
Ian Wright	
Kelly Ogleby	
Sarah Green	Clerk