



# Burbage C of E Infant School

## Terms of Reference Resources Committee

### **Membership**

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The membership will consist of no fewer than 3 governors, the Headteacher (or their nominated representative) and the Bursar.

The Committee may have additional members who support the activity but who do not participate in any voting.

There will be a Chair for these meetings who will be agreed by the membership and then ratified by the FGB.

The Committee can only function if there are a minimum of 3 governors present.

### **Meetings**

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The Committee will meet at least once every term. It can agree to meet more frequently if deemed to be necessary.

A member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting.

The Chair will report the three key points at the subsequent FGB meeting.

The Committee will liaise with other committees and invite members of those committees to attend its meeting as and when deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Full Governing Board.

## Responsibilities

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- Review key policies within its remit according to the programme of reviews;
- Monitor any School Development Plan or Ofsted Action Plan assigned;
- Prepare and approve the annual budgets for expenditure in the forthcoming financial year;
- Keep under review the school's actual financial performance compared with the budgeted performance and to take remedial action as necessary. Such action to be reported to the Governing Body. In all cases liaison must be maintained with the appropriate committees;
- Make decisions as to spending within the delegated powers given to it;
- Ensure that the School Financial Value Standard (SFVS) is completed and reviewed annually;
- Advise the Governing Body on the appropriateness or otherwise of spending requests outside the delegated powers given to it;
- Agree and determine charges for the letting of the school premises including the grounds;
- Make decisions as to virements within agreed budgets and in accordance with Financial Regulations, within the delegated powers given to it as stated;
- Advise the Governing Body on the appropriateness or otherwise of virements requests outside the delegated powers given to it as stated;
- Monitor all spending in the school. Such monitoring will require full liaison with the appropriate committees;
- Make strategic decisions relating to staffing;
- Receive reports from the Responsible Officer;
- Ensure that the school provides a safe and healthy environment for pupils, staff and visitors;
- Ensure that the school is properly provisioned to deliver excellent pupil outcomes;
- Ensure that Christian principles are embedded in the policies and day-to-day life of the school;
- Embed the school's ethos (Loving; Living; Learning) and values (Friendship, Truth, Compassion, Perseverance, Respect) into all policies and decisions;
- Regularly monitor and review the school's self-evaluation as a Church school, ensuring that self-evaluation is ongoing, contributes to school improvement and ensures good preparation for a SIAMS inspection;
- Decide any matter which arises and does not fall within the remit of any other committee;
- Deal with all financial matters to implement the approved budget, to advise the Headteacher on matters relating to the finances of the school and to review and implement the set of Financial Regulations drawn up for the school;
- Delegate training requirements to the appropriate committee with appropriate recommendations as necessary.

## **Finance Sub-committee**

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The Finance Committee has a general role in advising the Headteacher on matters relating to the finances of the school.

The Finance Committee is required to abide by the requirements and guidelines of the LA and DfE and ensure that all policies and procedures relating to finance are reviewed and amended where appropriate.

The Finance Committee should make recommendations for future financial planning and in so doing will need to liaise with the other committees.

This committee is responsible for the following policies and documents:

- Finance Policy
- Capability Policy
- Charging and Remissions Policy
- Data Retention Policy
- Disciplinary Policy
- Performance Management Policy
- Support Staff Pay Policy
- Teachers Pay Policy
- Whistleblowing Policy