

Freeland CE Primary School
Resources Committee terms of reference
2020-21

1. Membership

The following full Governors are members:

Caroline Taylor (Chair)

Toby O'Neil

Sarah Nickelson

Alice Harden

Janet Faulkner

Penny McCarthy

Matthew Coolin

Nick Dawson

Sophie Dawes

Chris Wood

Sian Rees

The Clerk is *Toby O'Neil*

Quorum - The quorum is a minimum of 6 Governors, of which a majority shall be non-staff Governors.

2. Meetings

Members of the Committee are entitled to seven days notice of a meeting and to receive an agenda. The Committee Chair may allow a shorter timescale if s/he decides the issue needs urgent attention.

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

3. Chairmanship

The Chair of the Committee is Caroline Taylor.

If the Chair is absent from a meeting, another Governor may be elected to take the chair for that meeting.

4. Partnership with the Headteacher

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

5. Minutes

All Committee meetings must be minuted. The minutes must be circulated to Committee members and copied to full Governors who are not members of the Committee within a reasonable period (if possible, one week) after the meeting.

6. Terms of Reference

The Committee has delegated powers to carry out the specific tasks listed below. The Committee must report back to the full governing body on matters that require a formal decision/vote:

1. To draft in conjunction with Academy staff the school's annual budget.
2. To present a budget statement for each termly governors' meeting.
3. To monitor the expenditure of all budget funds against the agreed limits and decide on action to be taken to correct any deviation from plan.
4. To review the budget in relation to any unforeseen changes to the operating environment, and make decisions as to how the school will react. The Governing Body will be kept regularly informed of any significant changes.
5. To ensure that the school operates within the Financial Regulations of the Academy / Education Funding Agency.
6. To liaise with other Committees where recommendations to deviate from existing spend patterns are made, and to recommend acceptance or otherwise of new plans to the Governing body.
7. To approve arrangements for repairs and maintenance including contracts in line with Academy scheme of delegation.
8. To delegate to the Head-teacher permission to authorise spending within the agreed departmental and whole school budget limits.
9. To annually review a health and safety policy.
10. To monitor health and safety arrangements alongside the Academy.
11. To procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan.
12. To review security of school premises and equipment.
13. To approve hiring policy and charges.
14. To develop, review and oversee implementation of the governing body's personnel policies with reference to Academy /Department for Education policies and guidance.
15. To appoint teachers to leadership group (as defined by governors).
16. To monitor training for teachers and support staff.

17. To ensure effective safeguarding of pupils.
18. To monitor and evaluate compliance with the General Data Protection Regulation.
19. To adopt and annually review home-school agreements.
20. To approve transfer between budget headings
21. Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea.

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 Self Evaluation Form.

Monitor and evaluate appropriate sections of the School Development Plan.

Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.

Refer to the detail within the EPA, Scheme of Delegation for any limits or restrictions on decisions.

Agreed by the full governing body on 23rd June 2020.

Signed.....Dated.....