Jubilee School & Fernbank Children's Centre
inspiring imaginations

TERMS OF REFERENCE
RESOURCES COMMITTEE

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Jubilee Primary School and Fernbank Children's Centre

A. MEMBERSHIP, COMMITTEE PROCEEDINGS AND LINK GOVERNORS

1. The Committee is a sub-committee of the Full Governing Board and will consist of at least three members of the Governing Board plus the Head Teacher. The school's Business Manager will be an associate member but will have no vote.
2. The Committee shall not be quorate unless three members of the Committee (not including the Business Manager) are present. The Head Teacher may count towards the quorum.
3. In the absence of the Chair, members shall elect one of their number to take the Chair for that meeting.
4. All Governor Members of the Committee shall be entitled to vote and, in cases of deadlock, the Chair shall have a second or casting vote. In the event that the matter is unresolved it will be referred to the Full Governing Board.
5. The Committee will meet twice per term and at other times when appropriate. In urgent situations where it is impractical to call a meeting of the Committee, the Chair may act on its behalf but should report back to members as soon as possible.
6. The committee meeting will not be open to the public but non-confidential minutes shall be made available if requested.
7. Members of the Committee, its Chair and Clerk will be appointed/reappointed on an annual basis at the first meeting of the Governing Body in the academic year.
8. These terms of reference of this Committee will be reviewed by the Full Governing Board each academic year, together with a copy of the Financial Code of Practice, and ratified.
9. The meetings are to be clerked by an officer appointed by the Governing Board. Unapproved Minutes should be available within 14 days and prior to their distribution with the agenda of the first Governing Board meeting following whenever possible. They will be approved at the next meeting of the Resources Committee.

B. POWERS AND RESPONSIBILITIES DELEGATED TO THE COMMITTEE

Policy Review Functions

1. To ensure a strategic approach to planning a budget that reflects the school's prioritised educational objectives.
2. To establish, keep under review at appropriate intervals and to monitor implementation and effectiveness of school policies and procedures in relation to school financial management, staffing and premises.
3. To ensure that the school has a robust approach to the above cited functions.

Finance and Audit-related Functions

1. To consider the school priorities, the delegated budget and other revenue, and prepare a corresponding annual budget.
2. To agree Best Value Statement in support of the planned annual budget.

3. To ensure adherence to all financial controls and procedures stipulated by Hackney Education/London Borough of Hackney in the ***Financial Procedures Manual for Schools, October 2023*** and to ensure the probity of the school's accounting procedures.
4. To ensure that the school's day-to-day financial management is established on firm principles of financial monitoring and control.
5. To require monitoring reports of expenditure and income against the school's delegated budget, from the school's Business Manager, at each of the Committee's regular meetings and to review the school's procedures for financial monitoring and control on an annual basis (Controls Assurance).
6. To authorise expenditure as prescribed in the ***Financial Procedures Manual for Schools, October 2023***. This includes approving contract up to £20,000. Amounts more than this must be authorised by the Governing Board.
7. To approve the allocation of new, unallocated or surplus funds and/or the virement (transfer) between account headings up to an amount of £20,000. Amounts more that this must be authorised by the Governing Board.
8. To monitor spending against the school and Children's Centre budget and to ensure that expenditure remains with the prescribed limits.
9. To open any bank account (private funds only) and to approve or vary signatories thereto.
10. To approve any budget deficit recovery plan.
11. To ensure the annual audit of accounts takes place and to monitor the implementation of any recommended actions on a regular basis .
12. To invite tenders for material expenditure and authorise the appointment of contractors.

Human Resources Functions

1. To ensure that annual performance objectives are set and reviewed for leadership group members other than the Head, and for any other teachers subject to performance review. Such teachers will normally be members of the School Leadership Team (SLT).
2. To act on the governing body's behalf in implementing the Pay Policy.
3. To record salary decisions clearly and report back to the Governing Board where necessary.
4. To appoint one of its members (not being a staff member) to carry out the performance management of the Head Teacher in conjunction with the Chair of the Governing Board, ex officio.
5. To authorise any redundancy in relation to any member of staff.
6. To consider the welfare and work life balance of staff.
7. To take advice from Hackney Education/London Borough of Hackney on any matter related to financial management or staffing.
8. To instigate and/or authorise any disciplinary action (including termination) of any member of staff.
9. To monitor and review the school's performance management frameworks.

Premises and Health and Safety functions

1. To provide support and guidance for the school on all matters relating to the school premises and grounds, health and safety and security.
2. To audit and review the use of premises, equipment and resources to ensure they match school development priorities.
3. To ensure that maintenance, decoration and equipment/furniture renewal is planned.
4. To ensure school keeping, cleaning, litter clearance, grounds maintenance and security arrangements are in place.
5. To ensure that the school complies with statutory health and safety requirements. That the Policy is complimented by the school's Health and Safety Policy, that these procedures are kept up-to-

date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents.

6. To ensure there are rigorous systems for active monitoring (auditing health and safety management systems, inspections, and risk assessments) and reactive monitoring (accident/incident investigation) and reacting to identified faults within the school.
7. To oversee site security arrangements and practice, and review periodically.
8. To oversee arrangements for the use of the school premises by outside users, to include preparation and annual review of a lettings policy.
9. To consider and progress capital building works and liaise with the London Borough of Hackney concerning such plans/works.
10. To appoint architects, builders, ground maintenance teams, surveyors etc. according to the established procedures laid down by the London Borough of Hackney and school governors and monitor all aspects of their work.
11. In consultation with the Head Teacher and Business Manager to oversee premises-related funding bids.
12. To establish and keep under review an Accessibility Policy.
13. To receive reports from the School Business Manager and to delegate powers for day-to-day matters to the Head Teacher.

Matters to be reported to the Governing Body at the next available meeting

1. Approved minutes of the Committee are to be presented at the next Governing Body meeting.
2. All virements and budget changes in excess of £20,000.
3. All capital expenditure in excess of £20,000.
4. The budget for each financial year as approved by the Committee.
5. Any budget variances which exceed 5%.
6. Any budget surplus spending or deficit recovery plan.
7. The opening of any new bank account and/or approval or variation of signatories.
8. Significant changes to financial management or staffing policies.
9. Any disciplinary action, termination or staff redundancy.