

Helme Governing Body

Resources Committee

Purpose statement: To plan and monitor spending, to ensure that pupils receive the best possible education in the best possible environment.

The Health and Safety governor will report termly to this committee.

The committee will monitor:

- **Finance**
- **Health and Safety**
- **Premises**

Terms of reference:

See below and those attached.:

1. To implement the requirements of the School's Financial Value Standard (SFVS) and monitor their effectiveness.
2. To agree the level of delegation to the Headteacher for the day to day financial management of the school.
3. To produce an annual budget and present a report to a scheduled meeting of the governing body termly.
4. To exercise virement between heads of expenditure of the budget up to a limit of £10,000.
5. To decide rates and make all other decisions relating to the hiring of school facilities.
6. To oversee any Lottery Bid.
7. To be responsible for the premises and the learning environment.
8. To deal with matters of school security.
9. To oversee fundraising, the use of the School Fund and any gifts to the school and to arrange audit of the School Fund.
10. To recommend a pay policy to the governing body.
11. To implement the governing body's pay policy and determine pay and annual progression.
12. To manage the governing body's responsibilities for Health & Safety at Work.
13. To authorise emergency works up to a value of £10,000 where the health and safety of a person or the security of the premises is concerned.
14. To make recommendations to the governing body about the salaries of the Headteacher and Deputy Head.

Reviewed:

January 2012

Finance

1. To ensure the school adheres to the local authority's conditions of the 'Scheme for Financing Schools.'
2. To oversee the longer-term strategic planning of the school's finances.
3. To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the governing body.
4. To recommend the final budget for approval to the full governing body.
5. To notify the approved budget to the local authority by the agreed deadline.
6. To agree the level of delegation to the headteacher for the day-to-day financial management of the school.
7. To monitor expenditure and ensure corrective action is taken where necessary.
8. To evaluate spending to ensure value for money in raising standards of education.
9. To monitor income and expenditure of all public funds.
10. To ensure accurate accounts are kept.
11. To ensure key financial decisions are properly recorded.
12. To authorise signatories for the school bank account for notification to the County Treasurer.
13. To ensure the audit of non-public (voluntary) funds.
14. To establish procedures for governors to claim expenses.
15. To ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection.
16. To make recommendations to the governing body about a policy on charges and remissions of charges.
17. To make decisions in respect of service agreements and contracts.
18. To determine whether sufficient funds are available for pay increments.
19. To ensure the school meets the relevant statutory deadline for Financial Management Standards in Schools.

Reviewed

January 2012

Premises and Health and Safety

1. To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
2. To ensure that the Health and Safety Policy meets statutory procedures, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
3. To ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school.
4. To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
5. To oversee arrangements for repairs and maintenance.
6. In consultation with the headteacher to oversee premises-related funding bids.
7. To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to governing body and local authority policy.
8. To establish and keep under review a Building Development Plan.
9. To establish and keep under review an Accessibility plan.
10. To monitor the impact on teaching and learning of the condition of the school site and buildings.
11. To ensure the security of school premises.
12. To monitor energy and utilities bills to support sustainability.

Reviewed: January 2012