

Responsibilities of the Resources Committee (Finance, Premises, Health & Safety)

Purpose

1. To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget.
2. To ensure the school provides a safe, healthy, and sustainable environment for pupils, staff, and visitors.

Membership

The membership could include any member of the Governing Board, school bursar/business manager and associate members. There is nothing in the regulations for maintained schools to prevent staff governors from sitting the Finance Committee.

Quorum

Three governors

Terms of Reference

1. To ensure the school adheres to the local authority's conditions of the Scheme for Financing Schools and Financial Regulations.
2. To ensure the school meets the relevant statutory requirements in relation to the School Financial Value Standard (SFVS) and that financial resources are managed effectively, and the school provides value for money.
3. To produce the annual budget for presentation to the Governing Board for approval including the delegation of responsibilities to budget managers.
4. To monitor the budget on a regular basis and provide termly updates (as a minimum) to the Governing Board
5. To exercise virement between heads of expenditure of the budget up to a limit of £15,000 (as agreed by the Governing Board)
6. To make decisions in respect of service level agreements and contracts up to a specified limit.
7. To make recommendations to the Governing Board with regard to a policy on charging and remissions.
8. To oversee the longer-term strategic planning of the school finances.
9. To review reports by internal audit as to the effectiveness of financial procedures and controls.
10. To monitor the income and expenditure of all non-public (voluntary) funds and ensure an audit of these funds is carried out annually.
11. To ensure that finance committee minutes and all decisions made are reported to the next meeting of the Governing Board.
12. To ensure that there is a Governor Allowances policy in place
13. To advise the Governing Board on priorities, including health and safety, for the maintenance and development of the school's premises and activities carried out, for example off site visits.
14. To ensure that a current and signed Health and Safety Policy is written and effectively implemented and monitored.
15. To ensure that suitable and sufficient arrangements and systems are in place to achieve effective risk management and recorded (for example audits of health and safety management systems, site inspections, equipment maintenance/inspections, risk assessments, safe systems of work, training plans, accident recording and investigation etc.).

16. 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.
17. To oversee arrangements for repairs and maintenance in line with all health and safety requirements.
18. To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to governing board and local authority policy.
19. To establish and keep under review a Building Development Plan.
20. To establish and keep under review an Accessibility Plan.
21. To monitor the impact on teaching and learning of the condition of the school site and buildings.
22. To ensure the security of school premises (in consideration with safeguarding requirements).
23. Additional items which individual governing boards may wish to include.
24. Ensure a policy is in place for Charging and Remissions
25. To ensure that there is a policy in place for premises management documents (see the Federation of Property Societies (FPS's) guidance: Compliance monitoring in council buildings