

Resources Committee Terms of Reference

In accordance with the ODST Scheme of Delegation for Brize Norton Primary School the Local Governing Body (LGB) delegates the powers and functions described in these Terms of Reference to the Resources Committee. These Terms of Reference are subject to any conditions ODST or the LGB may impose and may be revoked or altered.

The Terms of Reference and membership of the Resources Committee shall be agreed in writing by the Trustees and will be reviewed annually at the beginning of each academic year in consultation with and having regard to the views of the Trustees. Any Trustee is entitled to attend and vote at any meeting.

Purpose Statement

To hold the school leadership to account for the efficient use of resources to ensure the best possible educational outcomes for pupils

MEMBERSHIP	
R1	Membership of the Resources Committee must include at least 3 LGB Members
R2	Membership of the Resources Committee may include persons who do not also serve on the LGB, provided that a majority of the members of the Committee shall be LGB Members
R3	Membership of the Resources Committee will normally include the Headteacher and School Business Manager but should not include any other member of school staff
R4	A quorum will consist of 3 Members, 2 of whom must be LGB Members
R5	The LGB will determine whether some or all the members of the Resources Committee who are not LGB Members shall be entitled to vote in any proceedings of the Committee
R6	No vote on any matter shall be taken at a meeting of the Resources Committee unless the majority of members present are either LGB Members or Trustees

MEETINGS			
R7	Any Committee member may be elected as Chair with the exception of the Headteacher or any other member of school staff		
R8	In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number		
R9	Committee members will agree a clerk for each meeting. The clerk may vary from one meeting to another. Any Committee member may clerk the meeting except the Headteacher or any other member of school staff		
R10	The Resources Committee will meet at least 4 times per academic year but may meet more frequently		
R11	An agenda and any relevant papers will be circulated to all committee members at least seven days before the meeting date		
R12	Draft minutes of meetings will be circulated within seven days. Minutes are to be agreed by all members at the next meeting and signed by the Chair		
R13	Minutes will be uploaded to Governor Hub and circulated to all LGB Members at least seven days before the next LGB meeting; minutes will be presented by the Chair of the Resources Committee or another member in his / her absence		
R14	Committee meetings will not be open to the public, but minutes shall be made available on request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection but will be recorded in the confidential minutes		
R15	Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are LGB Members		
RESPONSIBILITIES		LGB	Resources
R16	Monitor and expend all monies received on account of the school		Engage
R17	Receive the financial management accounts on a monthly basis via Governor Hub for scrutiny and discuss 4 times per year in line with meeting schedule		Approve
R18	Ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook and the ODST Financial Procedures Manual are adhered to	Engage	Engage
R19	Ensure that funds allocated to the school for specific purposes (e.g., pupil premium, sports premium) are used effectively and that the impact of this funding is measured.	Approve	Engage
R20	Ensure compliance with all ODST policies dealing with finance and workforce	Approve	Engage
R21	Ensure that the buildings and facilities of the school are maintained to provide safe, healthy, and sustainable environments for pupils, staff, and visitors, having regard to the legal responsibilities of the site and/or ODST trustees	Approve	Engage

RESPONSIBILITIES (cont.)		LGB	Resources
R22	Ensure compliance with all ODST statutory health and safety and safeguarding policies.	Approve	Engage
R23	Develop appropriate risk management strategies	Engage	Deliver
R24	Consider safeguarding and equalities implications when undertaking all committee functions		Deliver
GOVERNANCE		LGB	Resources
R25	Submit name of the chair of the Resources Committee to ODST Governance Team		Deliver
FINANCE & OPERATION		LGB	Resources
R26	Oversight of the annual budget process and 3-year forecast for the school with the ODST Central Finance Team, ensuring that it reflects the priorities of the School Development Plan	Engage	Deliver
R27	Monitor the submitted budget against actual income and expenditure, and to report to the LGB and ODST central team on significant variances identified	Engage	Deliver
R28	Provide information about the finances of the school as often and in such format as the Trustees or ODST Central Finance Team shall reasonably require	Engage	Deliver
R29	Oversight of all matters relating to the maintenance, development and security of the premises and grounds, including Health and Safety	Engage	Deliver
R30	Work in conjunction with ODST central team to develop a 5-year estate management strategy that will identify the suitability of buildings and facilities considering long-term curriculum needs and the need for availability of capital investment to meet the LGB's responsibility to ensure the buildings and facilities are maintained to a good standard	Engage	Deliver
R31	Oversee arrangements to ensure that all staff and pupils are aware of and comply with the Health and Safety Policy	Engage	Deliver
R32	Oversee arrangements, including Health and Safety arrangements and safeguarding, for the use of school premises by outside users or for extended services, subject to ODST policies		Deliver
R33	Monitor the security arrangements for the school premises		Deliver
R34	Monitor the arrangements for educational visits off-site, including Health and Safety		Deliver
R35	Oversight of the appointment of all staff other than the Headteacher, to be employed at the school in line with the submitted budget		Deliver
R36	Adhere to ODST financial calendar deadlines		Deliver