



## ASHGATE CROFT SCHOOL RESOURCES COMMITTEE TERMS OF REFERENCE

### Composition

A minimum of four (was three) members of the Governing Board (plus the Headteacher).

The Governing Board must determine the membership and proceedings of any committee. The Governing Board must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Such members, however, will not have voting rights. Each committee must have a Chair, who is either appointed by the Governing Board or elected by the committee. The Governing Board may remove the Chair of a committee from office at any time.

### Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Board with voting rights.

### Terms of Reference: Finance

1. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan. (DCC)
2. To prepare and approve the annual budget plan, and options for the Governing Board to consider and approve. (DCC)
3. To monitor the budget and make recommendations to the Governing Board for any in year changes to the spending plans.
4. To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. The Local Authority will alert schools to any changes via the Learning in Derbyshire (LiD) website.
5. To approve all virements between budget heads under the Governors' Scheme of Financial Delegation.
6. To consider and make recommendation to the Governing Board concerning any proposal involving on-going rental (was recurring) expenditure not provided for in the Governors' Scheme of Financial Delegation. (Any rental agreements and leases should be forwarded to Eddie Grant at DCC for consideration.)
7. To be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Board concerning acceptance, in accordance with your quotation and tendering limits.

Terms of Reference for Resources Committee: 2017/2018 (Minute No: 63.2/17)

8. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
9. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31<sup>st</sup> March each year
10. To determine the arrangements and the scale of charges for the letting of school premises and other remissions (as part of the Premises/Health and Safety responsibilities)
11. To consider and give advice on any matter involving finance or financial management referred to by the Governing Board.
12. To ensure that the principles of best value are followed when making decisions.
13. To consider audit reports on the school and make recommendations to the Governing Board
14. To give approval for the removal of items from the school's inventory.

#### **Functions Delegated to the Headteacher: Finance**

All functions set out in the Governors Scheme of Financial Delegations. The Headteacher is to be responsible for the day-to-day management of the budget and subject reporting to the Resources Committee:

- a) To make a purchase of goods and services up to the value of £7,500 without obtaining three written quotations, but ensuring that the school obtains best value for money
- b) To make purchases up to the value of 5% of all invoices per year.

#### **Terms of Reference: Premises/Health and Safety**

1. To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school and ensure that a school health and safety policy and appropriate risk assessments are in place and used in order to safeguard the health and safety of employees, pupils and visitors to the school. To consider health and safety implications relating to Governing Board decisions and make recommendations to the Governing Board. To receive an annual report relating to health and safety and report this back to the Governing Board. To carry out periodic health and safety inspections with the school management. To monitor health and safety performance on an ongoing basis.
2. To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising maintenance work.
3. To be responsible for determining a policy and scale of charges for the letting of the premises. Under the Education Act 2002 the Governing Board must consult the LA, school staff and parents of registered pupils of the school, registered pupils where this is appropriate and such other persons the Governing Board consider appropriate before it provides any community facility or services.

4. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
5. To be responsible for overseeing the arrangements for caretaking.
6. To consider improvements/alterations to school premises and to make recommendations to the Governing Board, which shall forward proposals to the LA for consideration and approval.
7. To draft/agree specifications for any work to the building to be undertaken by outside contractor that is funded from the delegated budget.
8. To be responsible for monitoring the arrangements for the security of the premises.
9. To consider requests to improve/replace furnishings within the school, within budget provision.
10. To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Board (with reference to the Asset Management Plan and Health and Safety Inspections).
11. To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.
12. To make recommendations for updating the School Improvement Plan as it relates to the management of school premises.
13. Accessibility planning.

#### **Functions Delegated to the Headteacher: Premises/Health and Safety**

- i) To be responsible for day to day minor repairs and maintenance.
- ii) To be responsible for the arrangements for letting the school premises.
- iii) To be responsible for liaison with contractors where such work is funded from the school's budget.
- iv) To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee and if appropriate the LA.
- v) To be responsible for the day to day health and safety arrangements in the school.

#### **Delegated Functions Overview: Premises/Health and Safety**

The Governing Board must:

- i) Approve the annual maintenance programme.
- ii) Consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.

- iii) Approve tenders and expenditures for all building or civil engineering contracts in excess of £30,000, which is to be funded from the school's delegated budget and inform the LA (as expenditure in excess of £30,000 has capital implications).

**Terms of Reference – Personnel** (*In line with LA Guidelines – please refer to your Personnel Handbook*)

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Board and to undertake any formal consultation on personnel matters.
2. **Discipline/Grievance** – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Board. To review the Redundancy Policy.
4. **Staffing Structure** – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.
5. This committee will also have responsibility for the following:
  - i) Procedure for Absence Management and Monitoring
  - ii) Procedure for Harassment and Bullying
  - iii) Procedure for Competence
  - iv) Procedure for Recruitment and Retention Policy

**Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Board cannot delegate any functions relating to: the constitution of the Governing Board (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

**Appointment of Chair and Clerk**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

## **Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Board meeting through the Clerk to the Governing Board.

## **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meetings.