

**GEORGE ROMNEY JUNIOR SCHOOL**  
**RESOURCES COMMITTEE TERMS OF REFERENCE**

The Governing Body shall determine and review annually at its first meeting of the school year, the Terms of Reference and membership of the Committee.

**Membership**

The Committee shall consist of members elected by the Governing Body – the elected members are Mrs. Dawes, Mr. Ronson, Mr. Johnson and Mr. Reddy (headteacher).

The Committee shall elect a chair, annually, from within its membership at the Autumn term meeting and this must not be the headteacher.

The Committee may have additional non-governor members as agreed by the Governing Body.

Other members of the Governing Body and individuals may be invited to attend committee meetings for a specific contribution i.e., sharing of knowledge or expertise; however, only full members of the Committee shall have the right to vote on any resolution placed before the Committee.

**Quorum**

The quorum of the Committee shall be at least three members of the Committee and include the headteacher or his representative.

**Meetings**

Meetings will be held at least once a term or more frequently as may be required from time to time.

Notice shall be given of each meeting with an agenda and minutes taken.

A report from each meeting will be presented at the following meeting of the full Governing Body.

The terms of reference for the Resources Committee include:

***Finance***

- to review the annual budget and recommend it for approval to the full Governing Body;
- to monitor monthly income and expenditure and ensure corrective action is taken where necessary;
- to approve transfer between budget headings;
- to agree the level of delegation to the headteacher for the day-to-day operation of the school;
- to ensure accurate accounts are kept;
- to ensure key financial decisions are properly recorded in minutes;
- to ensure the audit of all voluntary funds, i.e. school fund;
- to establish procedures for governors to claim expenses;
- to ensure completion of the Schools Financial Value Standard.

### ***Premises***

- to provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds;
- to inspect the premises annually and prepare a list of priorities for maintenance;
- to oversee the preparation and implementation of contracts;
- to monitor asset register maintenance in the school;

### ***Health and Safety***

- to co-ordinate and manage the annual risk assessment process for the school in order to meet statutory requirements;
- to identify and manage a whole school approach to work related ill-health and review the risk assessment process;
- conduct an annual inspection of the school premises;
- provide for the inspection and maintenance of work equipment throughout the school and ensure adequate records are kept of same;
- advise the headteacher on situations or activities which are potentially hazardous to the health and safety and welfare of all users of the site;
- ensure that staff are adequately instructed in health and safety and welfare matters and that any health and safety information received by the school is disseminated to all appropriate staff;

### ***Staffing***

- in consultation with the headteacher, to determine and review the staffing;
- in consultation with staff, to oversee any process leading to staff reductions;
- to ensure every member of staff has a job description;
- to ensure that the governing body appoints two governors to conduct the Appraisal of the headteacher together with an external advisor;
- to annually review the salaries of all staff in accordance with the School Teachers' Pay and Conditions Document and after taking the advice of the headteacher in relation to the meeting of appraisal objectives.

Generally, to monitor and review all relevant policies and procedures for adoption by the full governing body.