



### **RESOURCES COMMITTEE**

Membership: not less than 4 Governors including the Head teacher. Associate Members are eligible for this committee, but may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or pupil.

Associate members cannot vote on any decision concerning admissions, pupil discipline, election or appointment of governors, or the budget and financial commitments of the governing body.

**Quorum:** Three Governors

**Meetings:** Minimum of one per term.

### **Terms of Reference**

1. Ensure sound management of the school's financial situation by monitoring and evaluating the school's financial performance
2. Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body
3. Ensure the school development plan is fully costed and provides a sound basis for long term financial planning.
4. Give consideration to the initial budget and long term financial plans and make recommendations to the Governing Body
5. Ensure that the school complies with the latest principles of good practice
6. Ensure that regular (at least annual) financial self-evaluation (including the use of local and national financial benchmarking data) is undertaken
7. Regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Body
8. To evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed
9. To consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Body
10. To consider the annual insurance requirements and make recommendations to the Governing Body
11. To receive the report of the Authority's auditors and to act upon any recommendations made therein
12. Determine the school's charging policy.
13. To carry out an annual review of the schools Budget Management Policy and to make recommendations to the Governing Body
14. To provide support and guidance for the Head teacher on all matters relating to the school premises
15. To prepare and maintain, in conjunction with the Head teacher, an Asset Management Plan for the school
16. To inspect the school premises annually and prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development

# Governing Body Committee

## Terms of Reference

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17. To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts
18. To formulate and implement proposals for the use of the Devolved Formula Capital
19. To prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001
20. To agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Body about delegation to the Head teacher for taking appropriate action on behalf of the Governing Body in the event of an emergency
21. To be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary
22. To report the findings of inspections and audits to the Head teacher and liaise with him/her to ensure that appropriate remedial action is taken
23. To regularly monitor the school's security measures and implement appropriate action when necessary
24. To liaise and consult with the NYCC's Corporate Property Landlord Unit and Jacobs UK, as appropriate
25. To discharge the responsibilities of the Governing Body regarding litter and refuse under the Environmental Protection Act 1990
26. To prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste
27. To prepare and adopt a lettings policy and to oversee the implementation of the policy
28. In consultation with the Resources Committee: to consider the reports and recommendations of the Health & Safety Committee and to authorise such action as is necessary to meet the health & safety obligations of the Governing Body in respect of premises
29. To ensure adequate consideration is given to energy and monitor and record energy and utility bills to support sustainability and water conservation for the whole building's lifespan
30. To "procure" the services of consultants and contractors having regard to the LMS procedure rules
31. To be aware of the specific responsibilities of Governors and the LA in relation to risk management
32. To assist the Governing Body and the Head teacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation, in collaboration with the LA
33. To consider the LA's health & safety policies and guidance, and to prepare a School Health & Safety Policy, for consideration by the Governing Body
34. To ensure that the necessary school safety management system is in place to implement the health & safety policy
35. To ensure that risk assessments are carried out and implemented
36. To monitor the effectiveness of the school's health and safety arrangements and performance
37. To review any health and safety reports from the Head teacher
38. To make periodic recorded inspections of buildings, plant, materials and equipment, and report to the Full Governing Body at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises
39. To ensure that they have access to competent persons to assist the school with their health & safety measures
40. To attend or commission appropriate training for Governors and staff.