



**Cramlington Village Primary School**  
**Resources Committee Terms of Reference**

**“Empowering everyone to achieve”**

<b>Document Title</b>	Resources Committee Terms of Reference
<b>Documents that interrelate</b>	<a href="#">CVPS Scheme of Delegation</a> <a href="#">Current Committee Membership</a> <a href="#">CVPS Articles of Association</a> <a href="#">Education Committee Terms of Reference</a> <a href="#">Risk Register</a> <a href="#">Pay Review Committee Terms of Reference</a> <a href="#">Audit Committee Terms of Reference (combined as part of Resources)</a>
<b>Legal and Statutory documents linked</b>	<a href="#">Academies Trust Handbook</a> <a href="#">NGA Model Terms of Reference</a>
<b>Trustee Committee responsibility</b>	Resources
<b>Date of last review</b>	
<b>Reviewer name and position</b>	Sam Harrison Chair of Resources Committee & Vice Chair of Full GB.
<b>Document Review frequency</b>	Annual
<b>Date of next review</b>	September 2022
<b>Date approved by Committee Trustees</b>	

## **Terms of Reference for the CVPS Resources Committee**

### **Purpose of committee**

The Resources Committee is established to act on matters delegated by the full governing body and to monitor progress and contribute to the School's improvement plans, liaise and consult with other committees where necessary, and consider safeguarding and equalities implications across the following areas:

- Premises and Health and Safety, including the management, procurement and maintenance of them;
- Financial policy, planning and monitoring;
- Staffing;
- Governance, assuring the role the Governing Body plays in the School

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

1. To provide support and guidance for the governing body and the Principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
  - a. To review, adopt and monitor the Health and Safety Policy and to oversee arrangements including Health and Safety, for the use of school premises by staff, pupils and external visitors
  - b. To monitor compliance with all current Health and Safety Legislation
  - c. To ensure that the trustees and the staff have completed a high-level risk assessment (identifying risks currently faced by the school and the measures necessary to manage serious risks). Resources Committee must approve all residential trips and agree relevant Risk Assessments
  - d. To monitor the School's monitoring of accidents and incidents and the resultant actions to address where needed keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence of staff.
2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
3. To monitor site security
4. To seek to improve the use of school premises and land
5. To arrange professional surveys and emergency work as necessary.
  - a. Where school is undertaking a major capital build on existing school premises the Resources Committee (or another project committee where necessary), may be given specific delegated responsibilities in relation to decision making or finance by the Governing Body in line with the Scheme of Delegation outlined in Financial Procedures Manual.
  - b. The principal is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the principal would normally be expected to consult the committee chair at the earliest opportunity.
6. To establish and keep under review an Accessibility Plan and a Building Development Plan which complies with the school's Disability Equality Scheme

7. To establish and maintain a lettings framework; monitoring compliance with relevant landlord legislation relating to lettings, and coordinate information on behalf of the full Governing Body in relation to matters that involve lease arrangements for the building.
8. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Financial policy and planning**

9. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, principal and other nominated staff.
10. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
11. To establish and maintain a three-year financial plan, taking into the account priorities of the School/Academy Improvement Plan, roll projection and signals from central government and (if applicable) the Local Authority regarding future years' budgets, within the constraints of available information.
12. To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan.
13. To make decisions in respect of service level agreements.
14. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the principal.

### **Financial Monitoring**

15. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
16. To receive at least termly budget monitoring reports from the principal.
17. To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
18. To meet with other committees and provide them with the information they need to perform their duties.
19. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
20. Academies:
  - a. To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
  - b. To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.
  - c. To recommend to the full governing body the appointment or reappointment of the auditors

### **Staffing**

21. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
22. To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
23. To establish a Pay Policy for all categories of staff.

24. To be responsible for the administration and review of the Pay Policy.
25. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
26. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
27. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
28. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
29. In consultation with staff, to oversee any process leading to staff reductions.
30. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Frequency	Meetings as required - at least one per term
Chair	S Harrison
Conflict of interest	D Wylie is Principal in school
Quorum	<p>Committees are free to determine their own quorum, but as a minimum this must be not less than three trustee members of the committee. The Trustees' Board has agreed a quorum of 3 trustees.</p> <p>Where there are urgent matters to consider and a quorum cannot be achieved the Chair of the Committee, in conjunction with the Chair of the Governing Body have the authority to draw from the remainder of the Governing Body</p>