

# The Gateway Federation

## Terms of Reference for the Resources Committee of the Governing Body

<b>Membership:</b>	Linda Watt Sue Denham Christine Pratt Alastair Cockbain Mandy Robbins
<b>Associate Members:</b>	Heather Lake (School Admin Manager)
<b>Quorum (minimum of 3)*:</b>	Three Governors (including Head Teacher)
<b>Chairman of Committee:</b>	Alastair Cockbain
<b>Clerk of Committee:</b>	Rose Elliott – Clerk to the Gateway Federation
<b>Meeting dates for Academic year 2016-2017</b>	As agreed in the academic year meetings calendar
<b>Date of review:</b>	Annual Review at the first Governing Body Meeting of the Academic Year

Agreed at meeting of **Full Governing Body** 20<sup>th</sup> September 2016

Signed: ...L Watt ..... Chair of Governors

### Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed.

### Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

### The Governing Body's responsibilities for resources:

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources.

#### Best Value

Where possible and reasonable the Governing Body will ensure the principles of Best Value are followed when making decisions.

#### The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;

- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

## Finance

In consultation with the Headteacher and taking into consideration:

- available resources
- sustainability of commitments
- the school improvement plan (SIP)
- forecast pupil numbers
- anticipated contractual liabilities
- other relevant factors

the committee to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the Governing Body for its approval

To ensure the continued knowledge and understanding of governors in respect of the requirements of Financial Management Standards in Schools

To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan

To monitor budgets for all funds under the Governing Body's control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Governing Body

To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a:

- Finance Policy
- Budget Monitoring Policy
- Charging and Remissions Policy
- Governor Expenses Policy

To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure the annual audit of these funds

To make decisions in respect of service level agreements

To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees

To monitor statistics, performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate

To receive audit reports and refer key issues to the Governing Body. Direct the response to such reports and ensure such reports are appropriately acted upon

## Personnel

In consultation with the Headteacher, and giving consideration to the School Improvement /Development Plan, to review the staffing structure annually and whenever a vacancy occurs

To agree a Pay Policy for all members of staff – DCC Model Policy

To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these

To approve the Performance Management Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team

To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service

To be involved in arrangements for interviewing and appointing staff, the Chair of Governors will agree governor involvement in different types of appointments.
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review
To ensure that requirements for safer recruitment are in place

<b>Premises</b>
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the school premises and grounds, security and environmental
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement.
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to – Best Value Statement
To agree a Lettings Policy
To agree and review an Accessibility Plan

<b>Health and Safety and Welfare</b>
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to Health and Safety issues within the school
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy
To monitor the effectiveness of the school's Health and Safety arrangements
To ensure that safeguarding requirements are met in line with national legislation and local guidance.
To ensure that nutritional standards meet the minimum requirements