

WHITNASH PRIMARY SCHOOL
TERMS OF REFERENCE OF THE FULL GOVERNING BODY RESOURCES MEETINGS

1. Introduction

- The Governing Body of Whitnash Primary School has the responsibility for ensuring that resources allocated to the School are used to ensure the best outcomes and provision for pupils. It is committed to carrying out its work honestly, transparently and with integrity.
- The Resources Meeting has been established by the Governing Body to assume the specific responsibilities set out in this document.
- The Meeting will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS scheme) and the Minimum Standards Financial Regulations
- The Meeting will always make decisions or recommendations which comply with the requirements of relevant legislation, established Codes of Practice and other recommended guidance.
- All members of the Governing Body will comply with the Whitnash Governors Code of Conduct regarding meeting attendance and undertake relevant training and education offered by the School or the local authority to ensure they are equipped to undertake their roles.
- The views of the Headteacher will always be taken into account before final decisions or recommendations are made formally at meetings

2. Membership, and Frequency of Meetings

Through the school year all members of the governing body will attend meetings where the focus is Resources. There will be at least one scheduled meeting per term.

The meeting will be chaired by: Chair of Governors

The meeting will be quorate when half of the members of the governing body are present.

3. Specific areas of responsibility

Except where indicated, the meeting will decide on all the matters below and report decisions in the formal minutes. Named governors will work to understand the issues affecting each area in detail and will therefore be in a position to make recommendations to the full governing body. They will also be available for consultation on issues requiring a rapid response between meetings. Any actions taken will be discussed with the full board at the next available meeting.

Finance

Lead Governors :

- In consultation with the Headteacher, and taking into account:
 - a) available resources
 - b) sustainability of commitments
 - c) the School Improvement Plan
 - d) forecast pupil numbers
 - e) anticipated contractual liabilities
 - f) other relevant factors,

- to scrutinize and agree the formal budget plans for the financial year
- To ensure the establishment and maintenance of a 3- year financial plan ensuring that it is informed by accurate current data.
- To monitor budgets for all funds under the control of the Governing Body, including virement decisions. To approve budget revisions and **report any significant variances from the anticipated position in formal minutes**
- To receive and consider termly financial reports from the Local Authority Finance Officer and **consider issues requiring further attention**
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure an annual audit of these funds.
- To make decisions in respect of service level agreements with the local authority.
- **To review** relevant financial policies, e g Charging and Remissions, Governors Expenses, Data Protection etc.
- To consider the financial aspects of the School Improvement Plan
- To consider proposals for individual items of expenditure exceeding £10,000, except where these have been specifically agreed by the Governing Body as part of its approval of the budget for the year. This expenditure agreement to exclude staffing expenditure which must be considered by governors in order to seek approval.
- To consider any other matters referred to it for advice and consideration by the LA or government

Staffing:

- **In consultation with the Headteacher**, and in alignment with the School Improvement Plan, to review the staffing structure annually (in the summer term) and whenever a vacancy occurs.
- To agree a staffing strategy and review its progress termly.
- To determine the arrangements for recruiting staff, including the requirements for safer recruitment, and to decide on where governor involvement is necessary or could be beneficial.
- To determine the School's Pay Policy to include details of how decisions on all staff pay will be made.
- To establish and keep under review other staffing policies and procedures, particularly those relating to
 - equal opportunities
 - performance management and appraisal
 - leave and absence including maternity and other special leave
 - capability
 - conduct
 - grievance
 - change management including redundancy and redeployment
 - vetting procedures and DBS record checks
 - whistleblowing
- To consider any other staffing matters referred to it by the Headteacher

Premises and Infrastructure :

- To consider and report to the Governing Body on the buildings and premises aspects of the School Improvement Plan.
- **To review with the Headteacher** and discharge the responsibilities of the Governing Body on matters relating to the School premises, grounds, safety, security and the environment including:
 - undertaking repairs;
 - arrangements for caretaking and cleaning;
 - arrangements for the maintenance of the school grounds;
 - notification to the local authority of defects in the fabric for which it is responsible;
 - making sure that the school premises comply with health and safety regulations.
- To undertake an annual inspection of the premises and grounds and agree plans for the maintenance and improvement of the premises (with reference to any Asset Management plan) To agree budget allocations for such programmes.
- To oversee the preparation of any contracts for works ensuring adherence to best value principles.
- To review the suitability of the School's ICT infrastructure and oversee the formulation of a longer- term ICT Development Strategy.
- To approve and review policies on Data Protection and Freedom of Information.
- To approve and review policies on lettings and charges for the use of the premises by external bodies or organisations.
- To agree and review an Accessibility plan and Security Policy.
- To consider any other matters relating to premises referred to it by the Governing Body or its Committees.

Health, Safety and Welfare:

- To review with the Headteacher and discharge the responsibilities of the Governing Body in relation to ensuring and promoting a Health, Safety and Welfare culture in the School.
- To ensure that the School complies with legislation and all recommendations and guidance received from the local authority, including adopting its Health and Safety Policy.
- To ensure that all actions arising from safety audits and inspections are implemented, monitored and reviewed.
- To ensure the School implements effective fire and evacuation procedures and regularly reviews these to ensure they remain appropriate.
- To receive regular reports on the effectiveness of the arrangements in place for implementing health and safety and implement changes where necessary.
- To review risk assessments.
- To establish and keep under review relevant policies including Road Safety, School Travel Plans, the Administration of Medicines, Internet Use etc

- To ensure that work/life balance issues are given proper consideration when making decisions and that the well-being of staff, pupils and governors are always given a high priority.
- To consider any other issues relating to health and safety referred to it .

From time to time it will be necessary for governors to undertake more detailed work on policy approval or other matters which cannot adequately be covered within the meeting. In order to allow time for these considerations, task and finish groups may be convened and report any recommendations to the next full meeting.