



# Handsworth Primary School Governing Body

## Terms of Reference of Resources Committee

The purpose of the Resources Committee is to discuss finance, personnel issues, and all matters relating to the buildings and site of the School.

### Membership:

- The Resources Committee will comprise of at least 3 Governors plus the Head Teacher (or Deputy Head Teacher).
- The Resources Committee may co-opt additional, non-voting members.
- The Chair and Vice Chair of the Resources Committee will be elected annually at the first autumn term meeting.
- In the event the Chair and Vice Chair are absent, members of the Committee will elect an acting Chair. (The Chair must be a Governor and must not be employed by the school).

### Quorum:

In order for business to proceed, two non-staff governors of the committee and the Head Teacher (or Deputy Head Teacher) need to be present.

### Meetings:

- The Committee shall meet as necessary but not less than once per term.
- The Chair (or Chair of Governors) will liaise with the Head Teacher (or Deputy Head Teacher) prior to the Committee meeting to agree agenda.
- An agenda will be circulated by email before the Committee's meeting date along with any other associated documentation.
- Committee meetings will be no longer than 1.5 hours duration.
- Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee and will be circulated to all members of the Governing Body by email before the next full Governing Body Meeting.
- Minutes, excluding confidential items, can be made available to parents on request but will not be published on the school website.
- Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

## The Governing Body delegates the following responsibilities to the Resources Committee:

- To receive termly reports from the Head Teacher, approve action when expenditure is at a variance with the budget and inform the Governing Body if there is any possibility of overspending
- To approve all individual virements above £5,000 (the limit placed on expenditure by the Head Teacher).
- To approve expenditure above £5,000 up to £49,999 (the limit placed on expenditure by the Head Teacher being £5,000). Expenditure above £50,000 can only be approved by the full Governing Body.
- To review and approve the Governing Body Scheme of Delegation annually.
- To be responsible for the completion of the Self Evaluation Summary (or alternative) and related documents including the review of the Statement of Internal Control.
- To annually review levels of charging for lettings other than those community groups subsidised by the Local Authority.
- To assist the Head Teacher in investigating "Value for Money" transactions.
- Recommend the level of staffing within the school in consultation with the Head Teacher, and taking into account advice from the Education Department.
- To consider all matters relating to the building and site of the School.
- To undertake annually a Condition Report and prioritise identified items.

## Review:

These Terms of Reference will be reviewed annually in the Autumn Term.