

**Loughborough Federation of Schools  
London Borough of Lambeth**



**Kings Avenue Primary School  
Terms of Reference**

**Resources Committee**

**Aim:**

- To support the school governing board in fulfilling statutory duties
- To support the strategic role of the school governing board
- To provide a framework for the development of appropriate policies relating to the management of the school's resources and to enable the efficient and effective application of those resources to achieve the school's educational aims.

**Membership**

No fewer than 5 governors including the Headteacher or Head of School.

The committee may make recommendations to the governing body for co-option of non-governor members.

**Quorum**

4 governors including the Headteacher or Head of School (2 non- staff governors)

**Meetings**

- The committee will meet at least once a term.
- The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic role (whenever possible reports will be shared across the school).

**Terms of reference**

- To draw up and agree an annual budget which reflects the priorities identified through school self evaluation and set out in the School Development Plan.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the governing body.
- To monitor and evaluate, on an annual basis, the Schools Financial Value Standard.
- To ensure that the governing board agrees financial procedures and controls, including audit, to enable the efficient monitoring of all income and expenditure arising from the school's operations.

- To agree an effective procedure for monitoring the budget, consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body, and make any appropriate recommendations.
- To agree the level of delegation to the Head for the day to day financial management of the school.
- To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action.
- To keep under review the procedures for staff recruitment and training for safer recruitment (Bichard requirements), the policies on staff sickness, discipline and grievances and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate
- To draw up for governing body approval and keep under review a policy on staff consultation, and to undertake consultation as and when appropriate
- To draw up a performance management policy and pay policy for approval by the governing body and to keep these policies under review
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.
- To consider any staff performance concerns (both teaching and support staff).

**Reviewed in September 2017**

**Approved** \_\_\_\_\_

Signed: \_\_\_\_\_  
Chair of Committee

Dated: \_\_\_\_\_