

**RESOURCES COMMITTEE  
TERMS OF REFERENCE**

**Changes previously agreed which differ from the standard NYC version are in  
turquoise**

**FINANCE**

1. To ensure the sound management of the school's financial situation by the regular monitoring and evaluation of financial performance through the use of the Schools Financial Value Standard (SFVS).
2. To establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Board.
3. Delegated responsibility to agree virements from one budget head to another up to the sum of £10,000 excluding any property expenditure. All property expenditure should be considered at Resources Committee and a recommendation provided to FGB for consideration. Any other such virement should be reported to the next Resources Committee and a recommendation provided to FGB and voted on. (note: Scheme of Delegation to Headteacher says: the Headteacher shall not vire from one budget head to another any sum exceeding 0.5%\* of the delegated budget or £5,000\* whichever is the lesser, without the consent of the Resources Committee up to a maximum of £10,000 and then the Governing Board or, in the case of an urgent matter, the Chair thereof;
4. To oversee long term financial planning within the school in the context of the School Development Plan and the policies and objectives of the school To fully discuss and then make recommendations to the FGB regarding approval of the Start Budget and the Revised budget (3 year financial forecasts). The final approval rests with the FGB. To ensure that the school complies with the principles of Value for Money and Efficiency (including the use of local and national financial benchmarking data) in using the resources available to the school.
5. To ensure that the annual self-evaluation of the school's financial management procedures is undertaken by means of the completion and submission to the Local Authority of the DfE's **Schools Financial Value Standard**; to identify any remedial actions required and the associated timescales for implementation. A summary report and recommendations will be presented to the Governing Board.
6. To regularly review the policy of and to consider appropriate levels of school balances with recommendations to be made, as appropriate, to the Governing Board.
7. To evaluate the quality, cost and impact of services purchased from all outside providers, including North Yorkshire Council Children and Young People's Service, in good time before contracts are due for renewal.
8. To consider the priorities for the use of the school's allocation of Devolved Formula Capital funding and to make recommendations to the Governing Board.
9. To consider the annual insurance requirements and make recommendations to the Governing Board.

10. To receive the report of the Local Authority's auditors and to act upon any recommendations made therein. A summary report is to be presented to the Governing Board.
11. To determine the school's charging and remissions policy for adoption by the Governing Board and to annually review.
12. To determine the school's lettings policy for adoption by the Governing Board and to annually review.
13. To carry out an annual review of the school's Budget Management Policy and to make recommendations to the Governing Board.
14. To have delegated responsibility to review spending and its effectiveness in relation to Pupil Premium, Catch-up and Sports Premium funding. A report should be presented to the FGB at least annually.

## **PREMISES**

15. To provide support and guidance to the Headteacher on all matters relating to the school premises.
16. To prepare and maintain, in conjunction with the Headteacher, an Asset Management plan for the school.
17. To inspect the school premises annually and to prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development.
18. To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts.
19. To formulate and implement proposals for the use of the Devolved Formula Capital funding.
20. To prepare, monitor and review an Accessibility Plan which will meet the requirements of the Equality Act 2010 and the Special Educational Needs and Disability Act 2001.
21. To agree procedures to be followed for carrying out emergency work and to make recommendations to the governing Body about delegation to the Headteacher for taking appropriate action on behalf of the Governing Board in the event of an emergency.
22. To be aware of the specific responsibilities of Governors and the Local Authority in relation to premises and ensure that the Local Authority is informed of any matters for which it has responsibility.
23. To report the findings of inspections and audits to the Headteacher and liaise with him to ensure that appropriate remedial action is taken.
24. To regularly monitor the school's security measures and implement appropriate action when necessary.
25. To liaise and consult with the Local Authority's Strategic Planning Team as appropriate.
26. To discharge the responsibilities of the Governing Board regarding litter and refuse under the Environmental Protection Act 1990.

27. To prepare, adopt, implement and review a plan for the reduction, re-use, refurbishment or recycling of waste.
28. To assist the Governing Board and the Headteacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation, in collaboration with the Local Authority.
29. To consider the Local Authority's health and safety policies and guidance, and to prepare and review a School Health and Safety Policy, for consideration by the Governing Board.
30. To ensure that the necessary school safety management system is in place to implement the health and safety policy.
31. To ensure that risk assessments are carried out and implemented.
32. To monitor the effectiveness of the school's health and safety arrangements and performance.
33. To review any health and safety reports from the Headteacher.
34. To make periodic recorded inspections of buildings, plant, materials and equipment; to report to the Governing Board at least annually; and to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises.
35. To ensure access to competent persons to assist the school with their health and safety measures.
36. To attend or commission appropriate training for Governors.

## **STAFFING**

37. To prepare a strategy for the overall staffing structure of the school for approval by the Governing Board, after which, to ensure its implementation and review.
38. To approve requests to recruit and advertise vacant and new posts within the allocated budget and to make recommendations to the Governing Board.
39. To prepare job outlines, person specifications and shortlisting criteria for any recruitment exercise.
40. To liaise with the Local Authority for all senior staff appointments.
41. To be involved in the shortlisting and interviewing of shortlisted applicants in compliance with current employment law.
42. To undertake an annual assessment of staff salaries in accordance with the agreed pay policy.
43. To regularly review those policies affecting staffing and make any recommendations for change.
44. To review job descriptions to ensure that they adequately reflect the current requirements of the role.
45. To review and agree any policies delegated to the Committee by the FGB in the Policies