

# Ongar Place Primary School Governing Body

## TERMS OF REFERENCE – Resources Committee

### *“Learning and Achieving Together”*



We are committed to developing and supporting the strategic framework within which all children and staff at Ongar Place Primary can thrive academically, socially and emotionally and make progress which fulfils their individual learning potential.

We strive to support staff in providing a safe and inclusive environment in which all children can access the full curriculum enjoy and value their learning experiences.

We seek to ensure that policies and procedures are up to date and relevant, taking full account of statutory duties and best practice.

#### **Membership:**

Membership of the Resources Committee shall be no fewer than six Governors. Any member of the governing body is welcome to attend any committee meeting, and having read any relevant papers and taken part in discussion, is entitled to vote. The Resources Committee may invite advisors, either staff from within school or external advisors, to attend meetings as required.

#### **Quorum:**

50% of the membership must be present for the meeting to be quorate, including the head teacher or their representative.

#### **Meetings:**

Termly as necessary, unless otherwise agreed by members of the committee.

#### **Terms of Reference**

The Resources Committee has delegated responsibility for:

- (a) Strategic oversight of the school's finances, through;
  - Regular monitoring of funding and expenditure
  - Agreeing the annual staffing plan in line with budget constraints
  - Setting (annually) the level of expenditure the Head teacher can authorise without reference to the committee.
  - Setting (annually) the level of virement for the Head teacher
  - Agreeing final budget;
- (b) Strategic oversight of staffing issues, including:
  - Health and safety
  - Suitability and Condition
- (c) Strategic Oversight of premises issues including:
  - Health and safety
  - Suitability and Condition
- (d) Monitoring and evaluating progress in achieving School Development Plan targets relevant to the work of the Committee;
- (e) Monitoring those areas of the schools self evaluation and review, related to the work of the committee.
- (f) Reviewing annually and monitoring the implementation of statutory and local policies according to the agreed programme
- (g) Reviewing annually and monitoring the schools Appraisal Policy, including receiving a written report from the Head teacher, at least once a year, on the impact and implementation of performance management.
- (h) Overseeing statutory compliance of issues relating to the specific work of the Committee.

Agreed: Business Meeting 18 September 2018

Review Due: Autumn 2019