



## **Terms of Reference – Resource Management Committee**

### **General Terms**

The Resource Management Committee (RMC) exists to support the Governing Body in its role of allocating and managing the resources that the school has at its disposal to achieve its mission. The key resources for the school are its people, its capital infrastructure (especially its premises) and its financial resources. At all times the RMC's overriding purpose is to ensure Value for Money through the economic, efficient and effective use of these resources, always bearing in mind the values and ethos of the school.

### **Membership**

- The Committee will consist of:
  - A minimum of 3 governors.
  - Headteacher or a nominated representative.
  - The Finance Manager/Bursar will be an Associate Member.
  - Associate members nominated and agreed with the FGB.
- The Chair of this Committee will be identified by the FGB and serve a 1 year term.
- The Chair will, where necessary, have a casting vote.

### **Quorum**

- 2 Governors and the Headteacher (or nominated representative) will represent a quorum.
- The Committee may invite other Governors and/or Associates to attend as it deems necessary.
- The Committee will not meet without the Headteacher (or a nominated representative) being present unless a failure to meet would be detrimental to the school.

### **Meetings**

- The Committee will meet at least once per term or otherwise as required.
- The agenda will be agreed by the Chair with the Clerk and Headteacher, with reference to the TOR, and sent to Committee members at least 7 days before the meeting with relevant papers
- The meetings will be minuted by the Clerk. The minutes will highlight questions asked by the Governors to support and challenge the school. The minutes will be available within 10 working days of the meeting being held.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the Committee considers confidential does not have to be made available for inspection.
- In the absence of the Chair, the Committee shall choose an acting Chair for that meeting from among their number.
- The Committee shall keep a record of all meetings. The minutes will be circulated to all Governors and used to provide detailed feedback. A verbal Summary Report, highlighting key issues, from the minutes will be an agenda item on the following full Governing Body agenda.
- Any decisions taken must be determined by a majority of votes of Committee members present and voting however no vote can be taken unless a majority of those present are Governors.



## **Terms of Reference – Resource Management Committee**

### **Financial Policy and Planning**

- To review, adopt, enact and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial Policies, including a Charging Policy and that adequate insurances (buildings, public liability, sickness absence, etc.) are in place
- To establish and maintain a 3 year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Governing Body for adoption, an annual school budget taking into account the priorities of the School Development Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher and ratified by the Pay committee.
- Approving any major applications for external funding and monitoring their progress.

### **Financial Monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Headteacher.
- To report back to each meeting of the full Governing Body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other Committees and provide them with the information they need to perform their duties.
- To approve any budgetary adjustments/virements that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS). Undertake any remedial action identified as part of the SFVS and any reports from auditors, making decisions in relation to any necessary follow-up actions.
- To oversee school planning for school visits including risk assessment and post trip evaluation. To provide sign off and to liaise with the school to ensure that educational visits meet their objectives.
- To carry out Best Value Reviews in accordance with the Best Value Statement.
- To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.
- To receive a report from the Headteacher following the annual inspection of the School assets as recorded in the asset registers/inventories.



## Terms of Reference – Resource Management Committee

### **Premises**

- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To monitor the condition of the school premises and ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To determine priorities for maintenance and improvement of the premises in line with the school's priorities, taking into account potential sources of funding, advice from the LA, where appropriate, and advice from the Cowley Trust and any other relevant consultants, as appropriate.
- To agree and oversee any tender processes and to authorise the commencement of all works, providing a senior Project Management Board for any major capital works.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- To review, adopt and monitor a Health and Safety Policy.
- To ensure the school conducts effective risk assessments.
- To ensure that reasonable efforts are made to achieve maximum energy conservation and ensure that a Display Energy Certificate (DEC) and the accompanying report is commissioned as required.

### **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the School Development Plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy, including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To oversee the Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval.
- Make decisions on ending the suspension of staff other than the Headteacher.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Body staff selection procedures, ensuring that they conform with Safer Recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training.