

Committee – Resources

Terms of Reference (2023-2024)

Overview

1. The Resources Committee, which covers issues relating to Finance, Premises and Health & Safety, will meet at least once a term and otherwise as required. Minutes shall be prepared and presented to the next meeting of the Governing Body.
2. There will be at least 6 members of the Governing Body on the Committee; the Chair being elected by the Full Governing Body. Membership of the Committee will be reviewed annually by the Governing Body and published with the Minutes of this Body.
3. The quorum shall be a minimum of 3 Governors, including the Headteacher, but excluding any Associate Members. The Chair and Vice Chair will be able to attend if not already a Member of the Committee.

Responsibilities

Finance

4. The main responsibilities of the Resource Committee for Financial issues are as follows:
 - To provide guidance and assistance to the Headteacher, and the Governing Body, on all financial issues.
 - To recommend to the Governing Body Internal Financial Regulations (IFR) for the financial management of Royal Cross in accordance with the guidelines issued by Lancashire County Council (LCC).
 - To consider Budget Plans presented by the Headteacher and to make recommendations to the Governing Body for approval.
 - To consider Budget Monitoring Reports in relation to Public Funds including those delegated and devolved from LCC, and make recommendations to the Governing Body.
 - To recommend virements between budget headings where the value is in excess of the sum delegated to the Headteacher under the Royal Cross IFR.
 - To consider and make recommendations on all Royal Cross Finance Policies and their implementation, including those relating to Charges and Remissions, Lettings and Income.
 - To contribute to the Royal Cross School Development Plan (SDP) and ensure it includes consideration of the longer-term resource requirements of the School.
 - To consider the appropriate level of reserves and balances bearing in mind guidance produced by LCC.
 - To consider Audit Reports and other relevant Reports and make recommendations to the Governing Body.

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- To consider appropriate arrangements to continue to meet the requirements of the Schools Financial Value Standard.
- To consider and advise on any financial matter referred to it by the Governing Body.
- To respond, on behalf of the Governing Body, to any consultations relating to the Funding of Schools.

Premises (Including Health & Safety)

5. The main responsibilities of the Resource Committee for Premises (Including Health & Safety) are as follows:

- To exercise delegated responsibility for the condition, repair, extension and alteration of the premises.
- To inspect annually the premises and grounds and prepare a Statement of Priorities for Maintenance and Development for approval of the Governing Body; this shall be aligned with the requirements of the SDP.
- To advise the Governing Body on Major Projects deemed to be necessary and appropriate.
- To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Body, are progressed and where appropriate payments made.
- To act on behalf of the Governing Body in monitoring the implementation and progress of all building related plans.
- To monitor the maintenance and upkeep of Royal Cross premises.
- Where it is the responsibility of the Governing Body, to make recommendations to such Body, on the appointment of consultants or the providers of premises related services.
- To determine the use of Royal Cross premises outside school time including advice to the Governing Body on a possible Charging and Remissions Policy which will be in line with that promulgated by the LCC and agreed by the Governing Body.
- To provide support and guidance to the Headteacher on all matters relating to Royal Cross premises and grounds, security and Health & Safety.
- To ensure that arrangements are in place for the dissemination of Health & Safety information to all building users, including staff, pupils and visitors.
- To review the Royal Cross Health and Safety Policies as and when required and to advise, along with the Headteacher, the Governing Body with regard to its compliance with Health & Safety Regulations.
- To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.

- To ensure that Royal Cross complies with Health and Safety Regulations, including that a regular audit of Risk Assessments is undertaken and to take action where necessary.
- To promote co-operation between all Royal Cross employees to achieve and to maintain a safe and healthy workplace for all staff and pupils.
- To examine Safety Inspection Reports and to make recommendations where remedial action is required.
- To be mindful of the requirements of the Equality Act 2010.

6. It should be noted that a separate Health & Safety Committee may be required. This requirement will be kept under review by the Governing Body and said Committee set up if it is deemed necessary.

Update and Approval

7. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.