



Marsh Baldon CE Primary School

The Green, Marsh Baldon

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Resource Committee Terms of Reference 2023-2024

Purpose Statement

- To ensure the school complies with the financial regulations set out by the Local Authority.
- To ensure the Governors carry out their responsibilities for staffing as laid out in the Governors' Guide to the Law.
- To ensure Marsh Baldon CE Primary School provides a safe, healthy and sustainable environment for pupils, staff and visitors.
- To ensure compliance with relevant statutory policies.

Membership

- Membership is open to any member of the Governing Board but must consist of at least 4 governor members.
- A quorum will consist of 3 governor members.
- The committee may include Associate members provided the majority of members are Governors. Associate members may be given voting rights; to be agreed by FGB annually, however, if acting as Chair this will not include any casting vote.

Meetings

- A Chair will be elected at the first meeting of the academic year, unless decided by the Full Governing Board.
- In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number.
- Committee members will agree a Clerk for each meeting. The Clerk may vary from one meeting to another. Any member may clerk the meeting except the Headteacher.
- An agenda and any relevant papers will be circulated to all committee members at least seven days before the meeting date.
- Draft minutes of meetings will be circulated within seven days. Minutes to be agreed by all members at the next meeting and signed by the Chair.
- Minutes will be circulated to all Governing Board members at least seven days before the next full Governing Board meeting; minutes will be presented by the Chair or another member in his /her absence.
- 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 but will be recorded in the confidential minutes.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Budget

- To draft in conjunction with the Headteacher and the School Business Manager, the school's annual budget that reflects the priorities of the School Development Plan.
- To prepare a budget statement for the Full Governors' Meeting at least three times a year
- To monitor the expenditure of all budget funds against the agreed limits and decide on action to be taken to correct any deviation from plan.
- To form and keep updated, an action plan for carry forward money for both the Capital and Revenue funds.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To delegate to the Headteacher at the discretion of the Committee, permission to make minor deviations from the published budget plan.
- To delegate to the School Business Manager permission to authorise spending within the agreed departmental and whole school budget limits.
- To ensure that the school meets the requirements of the SFVS.

Staffing

- To review staff salaries yearly and to issue salary letters.
- To set the pay range for the Headteacher.
- To review and update all relevant policies as necessary.
- To appoint the Headteacher Appraisal Committee and review the Headteacher's performance.
- To appoint the Teacher Pay Committee.
- To review the staffing structure as necessary.
- To review and monitor the Staff Performance Management policy.

Premises, Health, and Safety

- 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 ensure that the LA's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents and that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to all relevant legislation.
- To ensure that site visits are conducted regularly and that a thorough annual inspection of the premises and grounds takes place and a report is received identifying any issues. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- In consultation with the Head teacher oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to governing body and local authority policy.
- To establish and keep under review a Maintenance Plan.
- To monitor the impact on teaching and learning of the condition of the school site and buildings.
- To ensure the security of school premises.
- To monitor energy and utilities bills to support sustainability.
- To provide support and guidance for the Headteacher in all matters relating to the school premises and grounds, security and health and safety.
- To monitor the procedures in place to be followed for carrying out emergency work and to make recommendations about delegation to the Headteacher for taking appropriate action on behalf of the governing body in the event of an emergency.

- To assist the Headteacher in monitoring the work of any contractors used, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance in line with the financial procedures agreed by the governing body.
- To ensure that Safeguarding is fully integrated into the work of the committee including the monitoring and evaluation work undertaken.
- To work with the Performance Committee to ensure ICT supports pupils' learning.
- To attend or commission appropriate governor training
- To hold a committee meeting at least once per each school term.
- To review and update all relevant policies delegated by the FGB as per the Standing Orders, delegation Planner, Annual Schedule and policy planner.

Other responsibilities

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan
- To consider safeguarding and equalities implications when undertaking all committee functions.

Work Plan

1. Standard Agenda items for Each Meeting

1. Apologies for Absence
2. Declarations of Interest
3. Approval of Minutes from the Last Meeting
4. Matters Arising (not covered elsewhere on the agenda)
5. Review of most recent budget reports.
6. Approval of spend (as per delegation planner)
7. Review of school maintenance plan/schedule
8. Health and Safety Incidents since last meeting
9. Safeguarding issues
10. Litter and refuse issues
11. Governor Training Undertaken since last meeting/Planned
12. Review of Policies

2. One-Off Items to be covered during the Year:

Autumn Term:

Agenda item	Covered	Minute
Conduct headteacher's appraisal (Performance Management Governors)		
Review and determine headteacher's salary at Pay Committee (backdated to 1st September)		
Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers		
Monitor budget		
Revise Staff Pay Policies		
Appointment of Resources Chair		
Appoint governor for Health & Safety		
Resources Committee ToR		
Complete asset management plan		
Review net capacity of the school		
Site walk and completion of H&S Checklist.		
Review of School Asset Management Plan		
Review of School Critical Incident Emergency Plan		
Conduct External Benchmarking of School Finances		

Spring Term:

Agenda item	Covered	Minute
Submit SFVS (Schools Financial Value Standard) to the Local Authority		
Review Charging and Remissions Policy		
Start work on drafting budget for the coming year (maintained schools)		
Review insurance arrangements		
Review staff structure		
Review of School Energy and Water Usage.		
Audit of School Website		
Site walk and review of School Maintenance Plan/Schedule		

Summer Term:

Agenda item	Covered	Minute
Audit school fund		
Agree purchase of external services		
Review Appraisal Policy		
Review staff job descriptions		
Review staff attendance		
Receive report on progress in implementing the accessibility plan		
Review of Staff Stress Audit		
Review of Staff Hours Audit		
Review Risk Assessments		
Site walk and completion of H&S Checklist		
Review external Audit of Special Purposes Account		
Ensure Governing Board appoints the Headteacher Appraisal Committee and Staff Pay Committee.		
Review Resource Committee terms of reference and work plan		

Tom James
Chair of Governors
19.11.23