

STILLINGTON COMMUNITY PRIMARY SCHOOL GOVERNING BOARD

RESOURCES SUB COMMITTEE - TERMS OF REFERENCE (2021/22)

MEMBERSHIP

- **Not less than 4 Governors including the Headteacher**
- Associate Members are eligible for this committee, but may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or pupil.
- Associate members cannot vote on any decision concerning the budget and financial commitments of the governing body.
- The Committee will elect a Chair

QUORUM

- **Three Governors who are members of the committee**

MEETINGS

- **At least termly**
- **Clerked by NYES Clerk**

TERMS OF REFERENCE

The Resources sub-committee shall consider and act on behalf of the Governing Body in line with the agreed delegation planner, and where necessary, make recommendations to the Governing Body with respect to the following areas:

- Finance
- Health & Safety
- Premises

FINANCE:

1. Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
2. Ensure the school development plan is fully costed and provides a sound basis for long term financial planning.
3. Give consideration to the initial budget and long-term financial plans and make recommendations to the Governing Body.
4. Ensure that the school complies with the latest principles of good practice.
5. Ensure that regular (at least annual) financial self-evaluation (including the use of local and national financial benchmarking data) is undertaken
6. The Chair of the Resources Committee will sign off the Schools Financial Value Standard (SFVS) if he/she is satisfied that the school has complied to the standards
7. Regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Body.
8. Monitor, and ensure compliance with, the Additional Local Authority Financial Control Requirements
9. To evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed.
10. To consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Body.
11. To consider the annual insurance requirements and make recommendations to the Governing Body.
12. To receive the report of the Authority's auditors and to act upon any recommendations made therein.
13. Determine the school's Charging and Remissions policy at least annually.
14. To carry out an annual review of the school's Budget Management Policy and to make recommendations to the Governing Body.

PREMISES

15. To provide support and guidance for the Head teacher on all matters relating to the school premises;
16. To prepare and maintain, in conjunction with the Head teacher, an Asset Management Plan for the school;

17. Ensuring that there are two yearly checks of stock and inventory records. And authorising the write off of any individual stock and inventory items. All such write-offs must be in accordance with the NYCC Procedures and Rules;
18. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
19. To inform the governing body of the report and set out a proposed order of priorities for maintenance, improvement and development, for the approval of the Governing Body;
20. 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;
21. To formulate and implement proposals for the use of the Devolved Formula Capital;
22. To prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001;
23. To agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Body about delegation to the Head teacher for taking appropriate action on behalf of the Governing Body in the event of an emergency;
24. To be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary.
25. To report the findings of inspections and audits to the Head teacher and liaise with him/her to ensure that appropriate remedial action is taken;
26. To regularly monitor the school's security measures and implement appropriate action when necessary;
27. To liaise and consult with the NYCC's Corporate Property Landlord Unit and approved maintenance contractors, as appropriate;
28. To discharge the responsibilities of the Governing Body regarding litter and refuse under the Environmental Protection Act 1990;
29. To prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste;
30. To prepare and adopt/review a lettings policy and to oversee the implementation of the policy;

HEALTH AND SAFETY

31. To consider and authorise such action as is necessary to meet the health & safety obligations of the Governing Body in respect of premises;

32. To ensure adequate consideration is given to energy and monitor and record energy and utility bills to support sustainability and water conservation for the whole building's lifespan.
33. To "procure" the services of consultants and contractors having regard to the LMS procedure rules.
34. To be aware of the specific responsibilities of Governors and the LA in relation to risk management
35. To assist the Governing Body and the Head teacher 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 LA;
36. To consider the LA's health & safety policies and guidance, and to prepare a School Health & Safety Policy, for consideration by the Governing Body;
37. To ensure that the necessary school safety management system is in place to implement the health & safety policy;
38. To ensure that risk assessments are carried out and implemented;
39. To monitor the effectiveness of the school's health and safety arrangements and performance;
40. To review any health and safety reports from the Head teacher;
41. To ensure there are periodic recorded inspections of buildings, plant, materials and equipment, and report to the Governing Board at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises;
42. To ensure that they have access to competent persons to assist the school with their health & safety measures;
43. To attend or commission appropriate training for Governors and staff.