

# Werneth School Resources Committee



**Title of Group: Resources Committee**  
**How often meetings will be held: 6 meetings annually**  
**Membership: 7 governors**  
**Quorum: 4 governors**  
**Minute taker: Cath Humphreys**  
**Review: September 2016 and annually thereafter.**

## ***RESOURCES COMMITTEE (FINANCE, PREMISES & STAFFING COMBINED)***

1. To review policies on a regular basis and ensure staff are aware of the policies (Charging, Equal Opportunities, Financial Management, Grievance & Discipline, Health & Safety, Lettings, Lone Working, Performance Management, Sickness Absence, Recruitment & Retention, Whistle Blowing, Whole School Pay, Stress Management)
2. To approve the budget plan and monitor variations to the original budget ensuring governors are provided with up-to-date financial information
3. To discuss the budget in accordance with school priorities (in line with SIP) and the longer term priorities of the school
4. To regularly monitor pupil numbers to assess the impact on future budgets
5. To ensure that financial deadlines are met (i.e. approval of budget plan)
6. To undertake an annual review of all expenditure with a view to achieving 'Best Value' with regard to the delegated budget and to ensure that the school's financial performance is in line with the budget and to approve a Statement of Internal Control annually
7. To review of all sources of income to ensure fees and charges remain appropriate
8. To discuss options available to the school prior to the approval of continuation/cessation of contracts including LA Buy Back agreements
9. To recommend the level of delegation afforded to the Headteacher, Headteacher and Chairperson and Resources committee
10. To ensure that there is an annual audit of the school fund & to monitor the expenditure of school funds
11. To ensure Business Interest Forms have been signed and dated by all governors and staff

12. To review the staffing structure/pay review procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy)
13. To ensure that the principles of safer recruitment are adhered to
14. To review the salaries of main scale teachers annually, and take recommendations from the Pay Committee.
15. To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the Governing Body
16. To ensure that the budget set reflects salary increases through meeting objectives from the performance management process
17. To ensure any budget carry-overs are accounted for in terms of projected expenditure
18. To ensure CPD (Continuous Professional Development) remains a focus for staff training
19. To monitor the condition of the school premises and consider options for building improvements (review Asset Management Plan)
20. To ensure an annual safety check of the school premises is undertaken
21. To approve applications for the use of school premises
22. To ensure that the school complies with health & safety regulations and ensure risk assessments are carried out regularly and the asbestos action plan is reviewed
23. To review insurance arrangements
24. To encourage Resources and Staffing Committee governors to attend appropriate training to enable them to carry out their duties effectively
25. To ensure that the school is properly accountable for the financial aspects of its performance (i.e. it deploys resources in line with priorities, achieves planned levels of financial performance, avoids incurring financial loss and waste, receives favourable assessments from internal audit and Ofsted)
26. To ensure appropriate induction of new governors to ensure they have an understanding of their statutory responsibilities
27. To ensure meetings are conducted in an open manner, enabling governors to contribute to the discussions
28. To complete a self-evaluation of financial management competencies (for FSES)
29. To ensure that all teaching staff & support staff are valued and receive proper recognition for their work and contribution to the school life

And any other matters as directed by the Governing Body

Reviewed September 2016