

London Borough of Lambeth
Iqra VA Primary School
School Governing Board
Terms of Reference

Resources Committee

These terms of reference aim:

- To support the school governing board in fulfilling statutory duties
- To support the strategic role of the school governing board
- To provide a framework for effective self evaluation, monitoring and evaluation, to support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SDP

Membership

Not less than 5 governors including the Headteacher

The committee may make recommendations to the school governing board for co-option of non-governor members

Quorum

3 governors (2 must be a non-staff governors) plus the Headteacher

Meetings

The committee will meet at least once a term.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic role (whenever possible reports will be used in common across the school).

Terms of reference

- To draw up and agree an annual budget reflecting priorities identified through school self evaluation and set out in School Development Plan.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the school governing board
- To monitor and evaluate the Introduction of the School Financial Valuing Standard for Schools
- To ensure that the school governing board agrees financial procedures and controls, including audit, and to monitor implementation in the school.
- To agree an effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the school governing board and make any appropriate recommendations
- To agree the level of delegation to the Head for the day to day financial management of the school
- To keep under review the race equality policy, in particular in relation to staff recruitment, retention and development and to report emerging issues to the school governing board
- To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action
- To keep under review the procedures for staff recruitment and training for safer recruitment (Bichard requirements), the policies on staff sickness, discipline and grievances and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate
- To draw up for the school governing board approval and keep under review a policy on staff consultation, and to undertake consultation as and when appropriate
- To draw up a performance management policy and pay policy for approval by the school governing board and to keep these policies under review
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.

Reviewed 26 November 2019

Signed: Roabye Chair

Dated: 26/11/19