

## Terms of Reference for the Resources Committee of the Governing Body of Great Torrington School Academic Year 2024-2025

### Membership:

Andy Bloodworth	Headteacher
Colin Wynne	Co-opted Governor
Ian Newberry	Member Appointed Governor
Lesley Wall	Co-opted Governor
Barry Whewell	Member Appointed Governor
Michael Machin	Co-opted Governor
Emma Beer	Member Appointed Governor

### Associate Members: Staff

Jon Buss	Head of Operations
Katie Hill	Site Manager
Kelly Roach	Chief Financial Officer

**Quorum** Three and the Headteacher or a representative appointed by them.\*

**Chair of Committee:** Emma Beer

**Clerk of Committee:** Jo Pateman, Governance Professional

**Meeting dates** for Academic year 2024 /2025 as Governors' Meetings Calendar

Date agreed: 3<sup>rd</sup> October 2024

Date of review: September 2025 unless amended for new members earlier

Chair of Governor's Signature:



\* Headteacher could send 'substitute' to present information with the agreement of governors, but 'substitute' may not vote)

Agreed at meeting of full Governing Body: 3<sup>rd</sup> October 2024

Signed (Chair of Governors):



### Withdrawal

Any Governor must withdraw from the meeting for any discussion and or decision where they have a conflict of interest.

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed.

### Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and the decisions taken and the reasons for urgency will be explained fully at the next meeting of the Committee or Full Governing Body.

### Purpose

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity. The committee proposes to operate in accordance with the provisions of current legislation affecting the employment of their personnel.

To keep the governing body informed of such matters on a regular basis. Major issues will be referred to the full governing body for ratification.

### The Governing Body's responsibilities for Resources

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Academies and, Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources.

### Best Value

Where possible and reasonable the Governing Body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

### Decision or Recommendation

**D**= decision to be taken by the committee and reported to the full GB in the minutes

**R**= the committee to bring recommendation to a meeting of the full GB for a decision

<b>Finance</b>	
To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.	R
To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.	R
To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the headteacher, with the stated and agreed aims and objectives of the academy.	R
To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.	R
To liaise with and receive reports from the staffing/remuneration, premises and curriculum committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.	R
To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.	R
To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.	D
To prepare the financial statement to form part of any annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To make decisions in respect of finance related service level agreements/contracts.	D
<b>Audit</b>	
To recommend to the full governing body the appointment or reappointment of the auditors of the	R

academy.	
To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.	D/R
To arrange and manage an internal audit function, we currently choose to do this by appointing a Responsible Officer	D
To review the risks to internal financial control and agree a programme to address the risks to inform the statement of internal control.	D
To manage, monitor and if necessary investigate fraud at or concerning GTS	D
<b>Personnel</b>	
In consultation with the Headteacher, and giving consideration to the School Improvement Plan, to review the staffing structure annually and whenever a vacancy occurs	D
To review the Pay Policy and make recommendations to Full Governors for necessary amendments.	D/R
To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these.	D
To review the Professional Development and Performance Management Policy and make recommendations to Full Governors for any necessary amendments.	D/R
The committee delegates to the Headteacher the arrangements for interviewing and appointing staff, including arranging governor involvement and the responsibility to ensure that all advertising, "further details", job descriptions and appropriate application forms are accurate, helpful to the candidates and reflect the school in a positive light.	I
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D
To ensure that requirements for safer recruitment are in place	D
To review on an annual basis the Safeguarding and Child Protection Policy making recommendation to Full Governing Body for its adoption.	R
To regularly monitor Safeguarding Issues and consider implications	R
<b>Premises</b>	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the school premises and grounds, security and environmental	
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree priorities for maintenance and improvement	D
To recommend priorities for special buildings projects and agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	D
To consider the preparation and implementation of tenders and contracts, ensuring best value (see above) principles are adhered to where referred to them by the Site Manager according to agreed protocols	D
<b>Health and Safety and Welfare</b> Nominated Governor Ian Newberry	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations of outside bodies and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
To ensure that nutritional standards meet the minimum requirements	D
This committee has delegated powers to review and ratify related policies as detailed in The Governors Annual Cycle. Through the Headteacher it will ensure that staff are consulted on changes to policies that affect their terms and conditions of service	D
To ensure the Governing Body's duties on pupil record keeping, disclosure of pupil information and pupil reports are fulfilled	D

Policies delegated to Resources from FGB

- Charging and Remissions Policy
- Safeguarding Policy
- Code of Conduct
- Data Protection Policy
- Freedom of Information

- Health & Safety
- Medical
- Lettings
- Finance – to be ratified at FGB
- Pension Discretions Policy
- Gifts and Hospitality
- Investment
- Governors Expenses – to be ratified at FGB
- Staff expenses
- Fraud
- Whistleblowing
- DBS
- Disciplinary
- PDPM
- Capability
- Pay – to be ratified at FGB
- Redundancy
- Adoption
- Maternity
- Maternity and Adoption Support Leave
- Shared parental Leave
- Annualised Hours and Flexible Working Requests
- Managing Sickness and Absence
- Staff Leave and Absence
- Risk Management
- Recruitment
- Probationary
- Staff Health and Wellbeing
- Volunteers in Schools Guidance
- Support staff appraisal scheme
- Support staff leave, overtime and TOILK policy
- Data retention policy
- Information assurance policy
- Security incident management