Foundations for Children Nursery Schools Federation

**Resources Committee**

**Terms of Reference**

September 2024-August 2025

**Purpose**

* **To ensure that each school works within local authority and DfE financial regulations and to monitor financial probity within each school.**
* **To monitor and develop the learning environment for the children and the working environment for staff.**

Quorum: Executive Headteacher + 3 governors, including at least one of the two Co-Chairs of the Governing Body.

Associate Members: Strategic School Business Manager, School Business Manager and HR Manager. The committee may recommend the appointment of other Associate members with agreement of the Full Governing Board (FGB).

Chair/Vice Chair: A Chair and Vice Chair will be appointed by the committee annually.

Minutes: - Minutes will be produced by the Clerk to the Governing Board. Those minutes will constitute the basis of the Committee Chair’s report to the FGB and will be circulated to all members with the agenda for the next meeting of the FGB.

- Committee meetings will not be open to the public but minutes shall be made available on request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

Meetings: - The committee will meet a minimum of five times per year. An agenda will be devised by the Committee Chair and the Clerk in collaboration with the Executive Headteacher and circulated seven days prior to the meeting.

- 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.

- In the absence of the Committee Chair, the committee shall choose an acting chair for that meeting from among their number.

Policies: The committee is responsible for amending and adopting all (non-statutory) polices that have been allocated to it as detailed in the Federation’s Policy Management Plan (see separate file).

**Finance**

* Together with the Strategic School Business Manager, draft and propose to the FGB for adoption an annual budget for each school, taking into account the priorities in the Federation Development Plan (FDP).
* Together with the Strategic School Business Manager, establish and maintain an up to date three year financial plan for each school, taking into account the priorities in the FDP.
* Monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan for each school, including each school’s voluntary funding.
* Receive at least termly budget monitoring reports for each school.
* Report back to each meeting of the FGB and alert them of potential problems or significant anomalies at an early date.
* Review, complete and submit the School Financial Value Standard (SFVS).
* Undertake any remedial action identified as part of the SFVS.
* Receive and act upon any issues identified by a local authority audit.
* Make decisions in respect of contracts **above** the limits delegated to the Executive Headteacher.
* Discuss options for available funding in accordance with risk management strategies and Value for Money guidance, and explore opportunities for joint buying arrangements.
* Explore options for alternative income streams for the schools.
* Ensure all financial policies and the scheme of delegation are adopted and monitored (see Appendix 1).

**Personnel**

* Ensure that each school is staffed sufficiently for the fulfilment of the FDP and the effective operation of the school.
* Review staff work/life balance, wellbeing and working conditions, including monitoring of absence.
* Agree a pay policy and review the salaries of staff annually in accordance with this policy/School Teachers’ Pay & Conditions, and make recommendations to the FGB for ratification.
* Receive and agree performance management recommendations from relevant appraisers and make recommendations to the FGB.
* Ensure that staffing procedures follow equalities legislation.
* Ensure that recruitment procedures follow safer recruitment practice.
* Annually review procedures for dealing with staff discipline and grievances and make recommendations to the FGB for approval.
* Monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
* In consultation with staff, oversee any process leading to staff reductions.
* Ensure all policies and scheme of delegation are adopted and monitored as detailed in the Federation’s Policy Management Plan.

**Health & Safety (H&S) / Premises**

* Provide support and guidance for the FGB and Executive Headteacher on all matters relating to the maintenance and development of the premises and grounds, including H&S.
* Ensure that a termly inspection of the premises and grounds takes place at each school and a report is received identifying any issues.
* Make recommendations on premises-related expenditure and bids and oversee arrangements for repairs and maintenance.
* Ensure statutory procedures are in place covering the health, safety and wellbeing of users of the school sites.
* Oversee arrangements for use of each school’s premises by outside users, subject to agreed policy.
* Ensure all policies related to H&S and premises are adopted and monitored.

**Other**

* Act on matters delegated by the FGB.
* Consider safeguarding and equalities implications when undertaking all committee functions.

*Reviewed by Committee:* 16 September 2024

*Agreed by FGB:* 11 October 2024

**Policies - Resources Committee**

**A full list of all finance, personnel, H&S and premises policies adopted by the Federation can be found in the Federation’s Policy Management Plan, including details of any delegation of policy review/ratification to the Resources Committee.**

The Executive Headteacher will inform the Resources Committee of updates to and reviews of all finance, personnel, H&S and premises policies.

Any newly created finance, personnel, H&S and premises policies will be taken to the next FGB meeting for initial review/ratification and will be included in the Federation’s Policy Management Plan.

Policies will be circulated to governors via the Governor Hub system. Governors will submit their comments and questions either on Governor Hub or by email, with a view to ratification of the policy at the next relevant Resources committee or FGB meeting as outlined in the Federation’s Policy Management Plan.