



## Foundations for Children Nursery Schools Federation

### Resources Committee

#### Terms of Reference

September 2023 to August 2024

#### 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 and School Business 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. 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) policies that have been allocated to it (see Appendix 1).



## 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 below the limits delegated by the FGB and on expenditure, following recommendations from the FGB.
- 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 related to personnel are adopted and monitored (see Appendix 1).



### **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 (see Appendix 1).

### **Other**

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

*Reviewed by Committee:* 26<sup>th</sup> September 2023

*Agreed by FGB:* 10th October 2023



## Appendix 1

### Policies - Resources Committee

The FGB delegates the authority for review and ratification of the following policies to the Resources Committee:

- Accessibility Plan (including audit checklist)
- E-Safety & Acceptable Use Policies
- Food & Drink Policy (Camrose)
- GDPR Policies
- Income & Charging Policies
- Induction, Supervision, Training & Volunteering Policy (Camrose)
- Information Audit (GDPR)
- Lettings Policies
- Money Policy (Camrose)
- Privacy Notices (for School Website Users, Students, Workforce)
- Sickness, Absence & AL Policy (Camrose)
- Volunteers Policy (Camrose)

The following policies will be reviewed by the Resources Committee and then ratified at the next FGB meeting:

- Financial Management Policy
- Health & Safety Policy
- Safer Recruitment Policies
- Staff Code of Conduct
- Staff Discipline, Conduct & Grievances Policy
- Teachers' Pay Policies
- Wellbeing Policy
- Whistleblowing Policies

The Executive Headteacher will inform the Resources Committee of updates to and reviews of all other finance, personnel, H&S and premises policies not listed above.

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 added to the above policies list as appropriate.

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 above).