



Bridgemere CE Primary School
Resources committee
Terms of reference

Date agreed;

Next review;

The committee will oversee the management of the academy's finance and resources including proper planning and monitoring and making recommendations to the full governing body for ratification where appropriate.

Overall aims of the committee are to;

Finance

- Contribute to sdp, through the consideration of personnel and financial priorities, with the stated and agreed aims and objectives of the school
- Ensure robust internal controls and ensure school meets SFVS
- Consider and recommend the school's budget in line with CE reporting deadlines and recommend to FGB for approval
- Monitor income and expenditure against the budget
- Monitor voluntary funds and virement of funds
- Make decisions in respect of service agreements and contracts and report them to the FGB
- Review and agree policies relating to Personnel & Finance as delegated by the board
- Review benchmarking data on an annual basis

Personnel

- Annually review the staffing structure in consultation with the CEO/Head of school
- Agree governor involvement in senior appointments
- Ensure that all staff are reminded of the school's whistle blowing policy.
- Establish, and approve annually, a Pay Policy for all categories of staff and monitor the link between performance management and pay awards.
- Approve and review a Performance Management policy for all staff.
- Delegate decisions re pay to a pay committee and separate appeals committee
- Agree arrangements for performance management/ pay awards of the head of school and
- Review and agree policies relating to personnel
- Oversee the process leading to staff reductions and other changes to staffing in line with the scheme of delegation
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

Premises

- Approve lettings of school premises and setting appropriate charges
- Monitor the general conditions of the buildings and to make recommendations to the full governing body for maintenance and improvement works
- Approve health and safety policies and ensure school meets regulations and reporting requirements, including ensuring that risk assessments are undertaken

Quorum will be 3 governors who are members of the Committee