

**St Aloysius' Catholic Primary school  
Resources committee**

**Terms of Reference 2012-13**

**Composition**

To include up to seven named members of the Governing Body. To include Head teacher, Staff governor, Safeguarding governor. Non Governors may be co-opted on to the committee.

**Quorum**

Should be one half rounded up to the nearest whole number (one of whom must be a member of staff. For a committee of 7 this will be 4 or above)

**Objectives**

The resources committee are responsible for monitoring and review of:

- **Finance**
- **Premises**
- **Safeguarding**
- **Health and safety**

**Activities** . The following tables list the committee activities and their frequency.

<b>FINANCE</b>	
<b>Activity</b>	<b>Frequency</b>
Review and approve formal budget plan.	Annually
Receive and review monitoring reports	Termly
Approve debt write off	As required
Approve disposal of surplus/ damaged equipment	As required
Set delegation limit for contracts	Annually
Approve contracts (above delegated limit)	As required
Establish and review ordering/payment systems	Annually
Recommend charging and remission policy to FGB.	As required
Review charging and remission policy and recommend changes to FGB	FGB
To set transfer limits between budget headings	As required
To approve transfer between budget headings within agreed limits	As required
Receive and respond to audit reports	As required
Ensure school meets Financial management standards (FMSIS) SFVS	Annually
Draft/review/amend whole school pay policy	Annually
Review income from use of school facilities by other community groups to maximise income	Annually

<b>Premises</b>	
<b>Activity</b>	<b>Frequency</b>
Review and approve buildings insurance	Annually
Agree maintenance strategy and budgeted maintenance plan	Annually
Review security of school premises and equipment	Termly
Approve hiring policy and charges	Annually
Review premises requirements of extended school provision	Annually
Agree and review use of premises by other community groups	Annually

<b>Health and Safety</b>	
<b>Activity</b>	<b>Frequency</b>
To establish and review the health and safety policy	Annually
Monitor Health and safety arrangements	Termly
Monitor accident records and agree any actions necessary	Termly and as required

<b>Safeguarding</b>	
Review safeguarding procedures and report to FGB and local authority	Annually
Review child protection policy	Annually
Monitor that all staff and volunteers are checked as required by school policy and single central record is complete	Termly
Ensure that at least one person on selection panel for Head or Deputy head recruitment has completed safer recruitment training	As required.

**Meetings**

Committee meetings will be held on an as required basis but at least once a (new) term.

The committee will appoint a clerk to the committee at the first meeting of each academic year. The clerk can be another member of the committee or a professional clerking service.

If a clerking service is used the committee will take steps to budget for all clerking costs and approve these costs as part of the school budget.

The committee will agree on voting rights of associate members of the committee at the inaugural meeting and review this decision on an annual basis

The Agenda for each committee meeting will be circulated, along with all relevant documents and the minutes of the previous meeting, at least 7 days prior to the meeting.

The committee clerk will make a record of all proceedings at each meeting.

Minutes will be circulated to members within seven days of the meeting, and presented with the agenda for the next full governors meeting.

The Chair of the Resources Committee will report the work of the committee to the regular meetings of the Governing Body and minutes of committee meetings will be sent to all governors.

The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

**Review of Terms of Reference**

These terms of reference will be reviewed annually at the first committee meeting of the academic year.

**Reviewed (date)** \_\_\_\_\_

**Signed (Chair)** \_\_\_\_\_