Terms of reference

GOVERNING BOARD OF BROOKFIELD PRIMARY SCHOOL
Resources Committee

Purpose:
 	
The purpose of this committee is to monitor the management of school resources. Areas of responsibility include:
 	
● Safeguarding
● Finance, budget and forecast review
● Premises
  ○ Catering
  ○ Lettings
  ○ Extended provision (After School Club)
● Health and Safety
  ○ Staffing and attendance
● Appraisals

Membership: The committee shall consist of seven (7) governors, one of whom is the Headteacher. The chair is appointed by the Chair of Governors and Vice-Chair. They must be an individual who is not employed at the school. The committee chair is responsible for ensuring that policies that fall under the Resources committee remit are reviewed on time. The committee will be able to co-opt such non-voting members as it considers necessary. All members agree to follow the code of conduct agreed at FGB.

Quorum:

The quorum shall be three (3) governors, one of whom must be the Headteacher.

Meetings:

The committee will meet three (3) times a year. A minimum of two weeks' notice must be given of the date of the next meeting.

Members of the committee will undertake training relevant to the business of the committee.

Meetings are not open to the public, but any governor has the right to attend any meeting. However, governors can only vote if they are members of the committee.

Agenda and papers are made available to governors on GovernorHub at least 1 week in advance of the meeting by the Chair and/or the School Business Manager.

Minutes will be taken by a nominated member of the committee and forwarded to the committee after the meeting.

A summary report (oral or written) will be given at FGB.

Policies and compliance:

The committee will review and ratify all policies and procedures identified in the policy log. In addition the committee is responsible for Financial and Health and Safety compliance.

Monitoring:

The committee will be responsible for the following areas:

Safeguarding

- To oversee and review the school safeguarding arrangements.
- Liaise with the Headteacher and/or DSL and designated teacher to ensure that safeguarding principles are embedded throughout the school and curriculum.
- Review the annual safeguarding audit and provide a summary report to the full governing body or relevant committee.
- Annually review the school's recruitment processes and make recommendations for approval by the governing board.
- Annually review the school's safeguarding policy including child protection and staff behaviour policies; those relating to procedures for allegations against staff members; and those relating to peer-on-peer abuse and make recommendations for approval by the governing board.
- Monitor progress and actions against the safeguarding audit.

Finance, budget and forecast review

- To maintain and regularly revise financial policies in relation to the Schools Financial Values Standard (SFVS) and make recommendations to the full governing body.
- To undertake annual benchmarking reviews as part of SFVS, comparing budgetary expenditure of Brookfield Primary with other schools in Camden.
- In consultation with the Headteacher and School Business Manager to draft the first formal budget plan of the financial year.
- To consider the budget position statement at least termly and to report significant anomalies from the anticipated position to the governing body.
- To determine whether sufficient funds are available for pay increments.
- To establish and maintain a 3 year budget, including capital projects.
- To ensure that the school operates within the financial regulations of the Local Education Authority.
- To seek ways in which to reduce expenditure, and/or increase income generation.
- To monitor the impact of teaching school work on finance and premises priorities, including monitoring effective cross-charging, budgeting and planning.

Premises

- To establish and review a Premises improvement plan.
- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including overseeing the preparation and review of:
    - A masterplan for development of the estate
    - Condition surveys and maintenance plans as required
    - An accessibility plan
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To create a project committee where necessary to oversee any major developments.

Health & Safety

- To support, advise and review Health & Safety arrangements.
- Institute and maintain a Health and Safety Policy and ensure that all employees are advised of it.

- Monitor accidents and incidents within the School, including “near misses”, confirming that appropriate reports are made and remedial action is taken as necessary.
- Confirm that an assessment of need for qualified first aid has been undertaken and that the level of provision has been set accordingly.
- Ensure that the School discharges its duty to:
    - Assess the risks of all activities, both in school and off-site
    - Take measures to manage those risks
    - Tell employees about the measures
- Monitoring responsibilities are linked to the school’s priorities articulated in the School Development Plan.

Link Governors

Link governors have three (3) meetings a year with the school leaders responsible for their area. These meetings take place in advance of the relevant Committee meeting and notes are taken by the governor. These notes are then shared on GovernorHub in advance of the committee meeting and discussed.

This Committee has appointed Link Governors for:

- Safeguarding
- Finance
- Health & Safety

Approved by the governing board:	**[*date*]**
Adopted by the Resources Committee:	**[*date*]**
Next review date:	**[*date*]**