



THE GOVERNING BODY OF THE EMMBROOK SCHOOL

RESOURCES COMMITTEE TERMS OF REFERENCE

Membership: The Committee shall comprise the Head teacher (or his/her representative) and at least four governors.

Any members of staff (other than the Head teacher) invited to attend all or part of a meeting must leave before matters concerning individual members of staff are discussed.

Function: The Resources Committee exists to assist both the main Governing Body and the Head teacher in discharging their responsibilities under the general heading of Finance as follows.

The Committee will:

- endeavour to ensure that the School has sufficient funds to achieve the educational and social aims of the School;
- in conjunction with the Headteacher, approve and manage the School budget with a view to targeting resources on School priorities whilst ensuring that spending plans support the delivery of the National Curriculum in the School;
- monitor financial procedures and practices to ensure they provide appropriate custodial arrangements and adequate control of School assets;
- establish and maintain the financial priorities of the School as broadly set out in the strategic plan;
- propose how any income may be generated and, once those proposals have been approved by the full Governing Body, take such steps as are required to generate that income;
- endeavour to identify major potential financial problems and propose how they may be prevented or the consequences minimised;
- in consultation with the Head teacher, review the spending on staffing and salaries, and the day-to-day maintenance costs of running the premises, including rents, rates, books, equipment and other goods and services used by the School (*inter alia* examination fees and insurance);



- furnish the Governing Body with a regular and accurate record of income and expenditure:
- approve and monitor proposals for the use of the School's devolved capital budget;
- in consultation with the Head teacher, produce a policy statement regarding charges for School activities for endorsement by the Governing Body. The statement will be prepared, paying due regard to the LA policy and the various statutory requirements;
- review and approve the policies listed in the Appendix.

Meetings: The Resources Committee will meet not less frequently than once a term and otherwise as may be required.

Quorum: The quorum shall be 3 governors and the Head teacher (or his/her representative).

Review: The Committee will review these terms of reference annually and recommend such amendments as the Committee may consider appropriate to the full Governing Body for approval at its next meeting.

Approval: These terms of reference were approved by resolution of the Governing Body on 3 July 2019.



Appendix

	Name of policy/document	Date of last review	Due date of next review
1.	Charging for School activities policy	April 2019	By August 2020
2.	Lettings policy	April 2019	By August 2020
3.	Lettings terms and conditions	April 2019	By August 2020
4.	Lettings charges	April 2019	By August 2020
5.	Whistleblowing policy	March 2017	By January 2020
6.	Financial standards policy and procedure	February 2019	By August 2020