



## THE GOVERNING BODY OF THE EMMBROOK SCHOOL

### RESOURCES COMMITTEE TERMS OF REFERENCE

**Membership:** The Committee shall comprise the Head teacher (or his/her representative), a representative from the senior leadership team and at least four governors.

Any members of staff (other than the Head teacher and the senior leadership team representative) invited to attend all or part of a meeting must leave before matters concerning individual members of staff are discussed. The senior leadership team representative must leave before matters concerning them 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 in the Autumn term and recommend such amendments as the Committee may consider appropriate to the full Governing Body for approval at its next meeting. The next review of these terms by or on behalf of the Committee will be in Autumn term 2018.

**Approval:** These terms of reference were approved by resolution of the Governing Body on 5 December 2017.



## Appendix

	<b>Name of policy/document</b>	<b>Date of last review</b>	<b>Due date of next review</b>
1.	Charging for School activities policy	June 2017	By July 2019
2.	Lettings policy	June 2017	By August 2018
3.	Lettings terms and conditions	June 2017	By August 2018
4.	Lettings charges	June 2017	March 2018
5.	Whistleblowing policy	March 2017	October 2018
6.	Financial standards policy and procedure	March 2017	March 2018