



## **Resources and Finance Committee**

**Membership: No fewer than five Governors including the Headteacher**

**Quorum: Three Governors**

**Meetings: At least one per term**

### **Terms of Reference:**

1. Ensure sound management of the school's financial situation by monitoring and evaluating the School's financial performance
2. To receive termly Financial Reports from the Foundation
3. Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Board
4. Ensure the School Development Plan is fully costed and provides a sound basis for long term financial planning
5. Give consideration to the initial budget and long term financial plans and make recommendations to the Governing Board
6. Ensure that the school complies with the latest principles of good practice as defined by the Local Authority.
7. Ensure that regular (at least annual) financial self-evaluation (including the use of local and national financial benchmarking data) is undertaken
8. Regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Board
9. To evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed
10. To consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Board
11. To consider the annual insurance requirements and make recommendations to the Governing Board
12. To receive the reports of auditors either from the Local Authority or appointed independently by the school and to act upon any recommendations made therein
13. Determine the school's charging policy
14. To carry out an annual review of the schools Budget Management Policy and to make recommendations to the Governing Board
15. To provide support and guidance for the Headteacher on all matters relating to the school premises

16. To prepare and maintain, in conjunction with the Headteacher, an Asset Management Plan for the school.
17. To inspect the school premises annually and prepare a report of the conditions and a proposed order of priorities for maintenance, improvement and development.
18. To approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts
19. To formulate and implement proposals for the use of the Devolved Formula Capital.
20. To prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001
21. To agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Board about delegation to the Headteacher for taking appropriate action on behalf of the Governing Board in the event of an emergency
22. To be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary
23. To review the findings of inspections and audits to the Headteacher and liaise with him/her to ensure that appropriate remedial action is taken
24. To regularly monitor the school's security measures and implement appropriate action when necessary
25. To liaise and consult with the NYCC's Corporate Property Unit as appropriate
26. To discharge the responsibilities of the Governing Board regarding litter and refuse under the Environmental Protection Act 1990
27. To prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste
28. To prepare and adopt a lettings policy and to oversee the implementation of the policy
29. To consider the reports and recommendations of the Health & Safety Coordinator and to authorise such action as is necessary to meet the health & safety obligations of the Governing Board in respect of premises
30. To ensure adequate consideration is given to energy and monitor and record energy and utility bills to support sustainability and water conservation for the whole building's lifespan
31. To 'procure' the services of consultants and contractors having regard to the LMS procedure rules
32. To be aware of the specific responsibilities of Governors and the LA in relation to risk management
33. To assist the Governing Board and the Headteacher to discharge their duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015, and other associated legislation, in collaboration with the LA
34. To consider the LA's health & safety policies and guidance, and to prepare a School Health & Safety Policy, for consideration by the Governing Board
35. To ensure that the necessary school safety management system is in place to implement the health & safety policy

36. To ensure that risk assessments are carried out and implemented
37. To monitor the effectiveness of the school's health and safety arrangements and performance
38. To review any health and safety reports from the Headteacher
39. To make periodic recorded inspections of buildings, plant, materials and equipment, and report to the Full Governing Board at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises
40. To ensure that the Governing Board have access to competent persons to assist the school with their health & safety measures
41. To attend or commission appropriate training for Governors and staff
42. Ensure sound management of the school's financial situation by monitoring and evaluating the School's financial performance using the Financial Management Standard and Toolkit
43. Ensure that the school complies with the principles of Best Value in using the resources available to the school