

## **Resource Management Committee**

### **Composition**

A minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of any committee.

The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of the committee from office at any time.

### **Quorum**

The quorum for a meeting of the committee shall not be less than three members of the Governing body.

### **Terms of Reference - Premises**

1. To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing body. (with reference to the Asset Management Plan).
2. To be responsible for monitoring the fabric of the school premises and within budget provision, authorising budget work. Advice will be taken from Diocese.
3. To be jointly responsible with the RM committee, for determining a policy and scale of charges for the letting of premises. Under the Education Act 2002 the Governing Body must consult the LA. School staff and parents of registered pupils of the school, registered pupils where appropriate and such other persons the Governing body consider appropriate before it provides and community facilities or service.
4. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
5. To be responsible for overseeing the arrangements for caretaking.
6. To consider improvements/alterations to school premises and to make recommendations to the Governing Body, which shall forward proposals to the LA and Diocese for consideration and approval.
7. To draft/agree qualifications for any work to the building to be undertaken by outside contractors, this is funded from the delegated budget.
8. To be responsible for monitoring the arrangements for security of the premises

9. To consider request to improve/replace furnishings within the school, within budget provision.
10. To monitor the implementation of the Children and Younger Adults Department Health and Safety Policy as far as it affects the school and ensure that a school health and safety policy and appropriate risk assessments are in place and used in order to safeguard the health and safety of employees, pupils and visitors to the school. To consider health and safety implications relating to Governing Body decisions and make recommendations to the Governing Body. To receive an annual report relating to health and safety and report this back to the Governing Body. To carry out periodic health and safety inspections with the school management. To monitor health and safety performance on an ongoing basis.
11. To regularly review the need for structural repairs and maintenance for which the LA or Diocese is responsible
12. To make recommendations for updating the School Improvement Plan as it relates to the management of school premises.

Accessibility planning.

### **Functions Delegated to the Headteacher**

- To be responsible for day to day minor repairs
- To be responsible for the arrangements for letting the school premises.
- To be responsible for liaison with contractors where such work is funded from the school's budget.
- To take such other urgent action on premises issues as is required in consultation with the Chair of the committee and if appropriate LA/Diocese

### **Delegated Functions overview**

The Governing Body must:

- Approve the annual maintenance programme
- Consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.
- Approve tenders and expenditures for all building or civil engineering contracts in excess of £10,000, which is to be funded from the school's delegated budget and inform the LA/diocese.

**Terms of reference- Personnel-***in line with LEA Guidelines- refer to personnel handbook*

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters.

2. **Discipline/Grievance** - to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** - to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body. To review the Redundancy policy.
4. **Staffing Structures** - to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for leadership, management and delivery of the school's functions and strategic plans.
5. This committee will also have responsibility for the following:
  - Procedure for absence management and monitoring
  - Procedure for harassment and bullying
  - Procedure for competence
  - Recruitment and retention policy

### **Delegated Functions overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual.

- Functions relating to the alteration, discontinuance or change of category of maintained schools.
- Functions relating to the approval of the first formal budget plan of the financial year.
- Functions relating to the school discipline policies
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the powers to exercise these functions)
- Functions relating to admissions.

### **Terms of reference- Finance**

To prepare and consider each year's School Improvement Plan, which will include clear links to the annual budget plan, and budget plan and options for consideration and approval by the Governing Body.

1. To monitor each year's School Improvement plan, and it's clear links to the annual budget plan
2. The full governing board must approve the budget each year and is accountable for managing the finances of the school. Governing boards generally scrutinise the budget through a RM committee. This allows governors to retain oversight of the decision-making process and to ensure the head teacher accounts regularly for the school's spending. Governors must assure themselves that the school is securing value for money and acting with financial probity. We strongly recommend that schools recruit

one or more governors with sufficient financial skills and experience to undertake effective financial scrutiny.

3. To monitor the budget and make recommendations to the Governing Body for any in year changes
4. To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. The Local Authority Finance Section will alert schools to any changes via the Schools Extranet.
5. To approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
6. To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' scheme of Financial Delegation.
7. To be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Board concerning acceptance, in accordance with your quotation and tendering limits.
8. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
9. To ensure that the SFVS is completed and submitted to the LA audit section by 31<sup>st</sup> March.
10. To determine with the Premises Committee (if established) the arrangements and the scale of charges for the letting of school premises and other remissions.
11. To consider and give advice on any matter involving finance or financial management referred to by the Governing Board.
12. To ensure that the principles of Best Value are followed when making decisions.

### **Functions Delegated to the Headteacher**

Headteacher to be responsible for the day to day management of the budget and subject reporting to the Finance, Personnel and Premises committee.

- To make permitted virements within the budget to a maximum of £2000.
- To make a purchase up to the value of £1500 without obtaining three written quotations, but ensuring that the school obtains best value for money.
- To make purchases up to the value of 5% of all invoices per year.
- To authorise invoices up to the value of £750. Invoices exceeding this amount require third authorisation.

## **Delegated Functions Overview**

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- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

## **Governor Support Services**

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

## **Appointment of Chair and Clerk**

The appointment of the non-employee Chair of the committee and the Clerk shall be determined by the Full Governing Body and should be reviewed at the first meeting of the school year

## **Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

## **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the committee members. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

September 2023	Approved by FGB
September 2024	Approved by FGB
September 2025	