



St Paul with St Luke CoE Primary School

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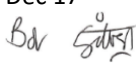
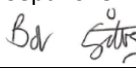
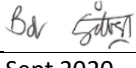

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Headteacher: Ms Nicola Horton

Terms of Reference Resources Committee

~~2020-21~~ 2021-22

Version no	Amendments	Approval date
2	Amendment to improve clarity of responsibilities	Dec 17 
2	No changes	Sept 2018 
2	No Changes	Sept 2019 
2	No changes	Sept 2020 
		Sept 2021



Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget
- To receive at least termly budget monitoring reports from the Headteacher
- To report back to each meeting of the full GB and to alert them of potential problems or significant anomalies at an early date
- To meet with the other committees and provide them with the information they need to perform their duties
- Subject to the local scheme of delegation to approve any budgetary adjustments that will be necessary in response to the evolving requirements of the school
- To review, complete and submit the SFVS to the full GB for approval
- To undertake any remedial action identified as part of the SFVS
- To receive and act upon any issues identified by a local authority audit

Premises

- To provide support and guidance for the GB and the Headteacher on all matters relating to the maintenance and development of the premises and the grounds including health and safety
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues
- To inform the GB of the report and set out a proposed order of priorities for maintenance and development for the approval of the full GB
- To arrange professional surveys and emergency work as necessary
- To create a project committee where necessary to oversee any major developments
- To establish and keep under review an Accessibility plan and a building development plan
- To review adopt and monitor a health and safety policy
- To ensure that the full GB's responsibilities regarding litter, refuse and dog excrement are discharged according to section 89 of the Environmental Protection Act 1990 so far as is practical

The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils and staff. In this event the Headteacher would normally expect to consult the committee chair at the earliest opportunity.

Staffing



- To ensure that the school is staffed sufficiently for the fulfilment of the schools development plan and the effective operation of the school
- To establish and oversee the operation of the schools Appraisal Policy – including arrangements and operation of the schools Appraisal Policy for the Headteacher
- To establish a pay policy for all categories of staff
- To be responsible for the administration and review of the pay policy
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the full Gb for approval
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the full GB staff selection procedures, ensuring that they confirm with safer recruitment practice and to review these procedures as necessary
- In consultation with staff, to oversee any process leading to staff reductions
- To establish the annual and longer – term salary budgets and other costs relating to personnel eg training

Financial Approval Limits

- Authority to vire sums between and within budget heads, except for sums earmarked by the LA, subject to a limit of £20000. Details of all other virements approved and authorised by the Headteacher up to £5000 are to be formally notified to the Resources Committee who shall minute the notification.
- Authority to approve contracts up to a limit of £20,000 except for any items specifically reserved for the full Governing Body and those delegated to the Headteacher.
- Authority to propose ex-gratia payments up to a limit of £500 which shall be notified to the full Governing Body who will authorise and maintain a record of such payments.
- Authority to write off debts between £250 and £2500. Any such write-offs will be notified to the full Governing Body
- Authority to write off assets to a limit of £2500(original purchase value). All such write offs must be reported to and minuted by the Full Governing Body

Summary Of Delegated Authorities

Delegated authority	Transfer monies/virement	Enter into contract	Debt write off	Asset write off
Governing body	£20000+	£20000+	£2500 +	£2500 +
Resource committee	£5000-£20000	£5000-£20000	£250-2500	£500-£2500
Headteacher	Up to £5000	Up to £5000	Up to £250	Up to £500

