



# Four Lanes Federation



## Resources Committee

### Terms of Reference

V1: reviewed and approved <date> 2023

#### Primary Purpose

The purpose of the Resources Committee is to:

- Oversee the financial performance of the Federation and make sure its money is well spent.
- Oversee the maintenance and development of the Federation's premises and buildings and health and safety.
- Oversee the staffing of the Federation.

#### Membership

1. The committee will ensure it has sufficient governors to undertake its duties effectively and in accordance with the Guide to the Law for Governing Bodies.
2. The quorum must be no fewer than 3 non-staff governors.
3. Membership may include associate members, but a majority of the committee members should be governors.

#### Election of chair and vice-chair

1. The chair and vice chair will be elected for one year at a time. At the end of their term, they may stand for re-election.

#### Meetings

1. An annual calendar of dates for committee meetings will be set and published by the end of the Summer term.
2. The committee will hold the minimum number of meetings necessary to ensure the strategic business of the Federation is properly addressed. Meetings will be planned to take account of the availability of necessary information and reports.
3. The Committee will meet no fewer than three times per academic year.
4. In the absence of the chair, the vice chair shall chair the meeting.

#### Finance

1. Review an annual budget, ensuring resources are allocated in line with the Federation's strategic priorities and curriculum plans.
2. Maintain a realistic three-year financial plan, which takes into account the Federation's vision, known risks and opportunities.
3. Present an annual budget to the full governing board for approval.
4. Monitor actual income and expenditure at least once a term against the approved budget.
5. Benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency.
6. Ensure that sufficient funds are allocated for staff pay increments.
7. Report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity.
8. Monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes.

9. Review and approve any adjustments to the Federation's approved budget (subject to the local scheme of delegation).
10. Approve expenditure and virements of sums over £3,000– sums below this amount are delegated to the headteacher.
11. Undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS.
12. Ensure local authority financial procedures are complied with.
13. Receive and act upon any issues identified by a local authority audit.
14. Oversee the completion of the financial audit checks and act upon any issues identified therein.
15. Ensure that the Federation follows basic procurement rules and achieves best value for money when acquiring goods and services.
16. Assess insurance cover to ensure that it provides adequate protection against risks.

## Staffing

1. Review the staffing structure of the Federation annually, ensuring that it meets the requirements of the school development plans, the curriculum and is affordable,
2. Consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests).
3. Review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates.
4. Oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management.
5. Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice.
6. Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

## Premises, Health & Safety

1. Ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances.
2. Monitor the completion of actions and recommendations arising from risk assessments.
3. Review the Federation's accessibility plan.
4. Receive an annual health and safety audit report and monitor any arising actions.
5. Receive a regular report on accident statistics, near misses, incidents of violence or aggression.
6. Ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them.
7. Ensure that inspections of the Federation site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
8. Monitor the health and safety training that staff and governors undertake.
9. Review, adopt and monitor all policies delegated by the board.

## Delegation of Financial Authority

1. The HT has delegated authority for up to £3,000.
2. Expenditure of between £3,000 and £15,000 must be approved at the Resources Committee.

3. In circumstances where there is an immediate need, the HT and Chair of the Resources Committee can jointly agree expenditure between £3,000 and £15,000. Expenditure must subsequently be reported the Resources Committee.
4. All expenditure above £15,000 must be approved at the Full Governing Board.

### Delegated Policies

1. Charging Policy
2. Governors Allowance policy
3. Health and Safety Policy
4. Data protection policy
5. Policies that relate to premises management

### Delegation of Service Level Agreement Approvals

The renewal of the following Service Level Agreements (SLA's) are delegated to the Headteacher, up to a maximum level of £15,000 per SLA.

- Shared Services (IBC Transactional HR, Payroll and Finance)
- Education Personnel
- Education Finance
- Caretaking Support
- Staff absence (Teaching)
- HC3S Catering
- HIAS
- Legal Services
- Hants Teaching and Leadership
- Insurance
- Occupational Health
- School Library Service
- Outdoor Education