



**Aylesbury High School**  
**TERMS OF REFERENCE FOR**  
**THE RESOURCES COMMITTEE OF THE SCHOOL GOVERNING BODY**

|   |                               |  |                    |
|---|-------------------------------|--|--------------------|
| <b>Status</b>   | <b>Statutory</b>              | <b>Date first approved</b>                       | <b>5/7/11</b>      |
| <b>Any other statutory names for this policy (where applicable)</b> | <b>Nil</b>                    | <b>Date last reviewed</b>                        | <b>14 Sep 2020</b> |
| <b>Responsibility for this policy (job title)</b>                   | <b>Support Staff Director</b> | <b>Frequency of review</b>                       | <b>Annual</b>      |
| <b>Governors' Committee with responsibility for its review</b>      | <b>Resources</b>              | <b>To be put on the school website? (Yes/No)</b> | <b>No</b>          |
| <b>Approval necessary</b>   | <b>Whole Governing Body</b>   |  |                    |

### **General**

1. The Committee is responsible for the following:
  - 1.1. To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors.
2. Constitution
  - 2.1. A quorum will be at least three Governors.
  - 2.2. Associate members do not have voting rights.
  - 2.3. The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

### **Terms of Reference**

#### **Policies**

3. The Committee is responsible for reviewing the following policies/documents which must be ratified by the full Governing Body:
  - 3.1. Resources Committee TORs.
  - 3.2. Governors Allowances Policy<sup>1</sup>.
  - 3.3. Educational Visits Policy<sup>1</sup>.
4. The Committee is responsible for reviewing and approving the following policies/documents:
  - 4.1. Health and Safety Policy (Including Statement<sup>1</sup>).
  - 4.2. Financial Procedures.
  - 4.3. Charging Policy<sup>1</sup>.
  - 4.4. Freedom of Information Policy<sup>1</sup>.
  - 4.5. Hire of School Premises Policy and Charges<sup>1</sup>.
  - 4.6. Personnel Safety Policy.

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<sup>1</sup> Published on the school website.

- 4.7. Accessibility Plan<sup>1</sup>.
- 4.8. Travel and Subsistence Allowances for Staff.
- 4.9. Risk Register.
- 4.10. Business Continuity Plan.
- 4.11. Green Procurement Policy.
5. All policies will be circulated to all governors with the minutes of the meeting at which they were reviewed or approved.

### **Academies Financial Handbook**

6. The Education and Skills Funding Agency (ESFA) publishes each year the Academies Financial Handbook. It is a requirement of the Funding Agreement that the School complies with this document and whilst the document applies to the Full Governing Body and lays down rules and guidance for their actions, the Resources Committee has the responsibility of ensuring that the Governors and Officers of the School are aware of its contents and abide by the mandatory requirements, indicated by the use of the word “must” in the Handbook. The Committee will, therefore, review the Handbook at its first meeting for the year, highlighting key changes to the Full Governing Body, and plan for the implementation of new requirements.

### **Vetting of the School Budget**

7. The Committee is responsible for the following:
  - 7.1. To prepare the annual financial plan for ratification by the full Governing Body, having taken account of the priorities determined by other committees and set down in the School Improvement Plan and OFSTED Action Plan
  - 7.2. To approve the 3-year budget forecast as realistic and within resources.
  - 7.3. To approve the long term Facilities Plan and agree budget allocation for alterations and improvements for the following financial year.
  - 7.4. To have authority to vire between headings during the financial year as need arises, providing this does not result in any overspend at the end of the financial year. The virement limit is to be £30,000. Requests above this limit have to be agreed by the full Governing Body. The Headteacher’s level for virement without recourse to the Resources Committee to be £15,000.
  - 7.5. To determine in each school year, the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant Committee to ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers’ Pay and Conditions Document. This includes liaising over the staff complement and the results of any recommendations resulting from the performance management review.

### **School Financial Regulatory Policy**

8. The Committee has the role of Audit Committee as described in the Academies Financial Handbook and is responsible for the following:
  - 8.1. That School regulations are structured to meet the requirements for academies set down by the Department for Education.
  - 8.2. To put in place a system of internal scrutiny, recording this system in the Governors Annual report in the accounts, and to ensure its findings are reported to the Full Governing Body.

- 8.3. To recommend to the full Governing Body the level of financial authority to be delegated to the Headteacher for the day to day management of the school and to keep this reviewed annually (The Headteacher's single item/project expenditure limit is £15,000. Amounts above £15,000 are to be referred to the Resources Committee or Whole Governing Body for approval).
- 8.4. To arrange for an audit or independent examination (as determined by current legislation) of all School Funds, both voluntary and public, to take place at least once in every accounting period.
- 8.5. To receive the audited accounts and to prepare the financial statement to form part of the annual report of the Governing Body.
- 8.6. To ensure that statutory financial regulations for charities and companies are followed carefully within school and that any agreed recommendations from the Audit Report are fully implemented.
- 8.7. To approve write-off of debts above £5000. The Headteacher may write off debts below this limit.
- 8.8. In writing assets off the assets register, the following limits apply: the Support Staff Director has the authority to write off equipment to the value of £1000; and the Headteacher has the authority to write off equipment to the value of £5000. Any item of equipment valued over £5000 is to be placed before the Resources Committee for write off approval.
- 8.9. To ensure tendering arrangements are carried out when directed by AHS Financial Procedures and to approve the award of tenders. Also, should a quote other than the lowest be accepted, to report the decision for ratification, via the minutes, to the whole Governing Body.
- 8.10. To review and approve annually the Lettings Policy and Scale of Hire Charges. To review and approve annually a Charging Policy (see Chapter 23 of the Governors Guide to the Law).
- 8.11. To review and approve annually the Scheme of Delegation.
- 8.12. To review and approve annually the major contracts and leases the school has entered into including outsourced IT and Catering services, leased equipment and any contract worth over £10k on aggregate annually.

### **Monitoring of the Schools Finances**

9. The Committee is responsible for the following:
  - 9.1. To have authority to agree the use of any sums held in contingency or reserve having regard to the priorities established in the School Improvement Plan and up to a limit of £50,000 without reference to the Full Governing Body.
  - 9.2. To receive and review monthly monitoring reports from the Support Staff Director and report back to the full Governing Body at their termly meeting(s). To approve or, as appropriate within delegated authority, recommend to the full Governing Body, any corrective/remedial action where significant variances from planned income/expenditure arise. To ensure that regular budget monitoring reports are submitted to the Department for Education or their appointed agent.
  - 9.3. To conduct on behalf of the Full Governing Body annually a benchmarking exercise of the school's finances where practicable.

### **Business Development and Fundraising**

10. The Committee is responsible for oversight of development activity in:

- 10.1. Fundraising in support of school improvement.
- 10.2. Developing Alumni relations for the long-term support of the school.

### **Premises**

11. The Committee is responsible for the following:
  - 11.1. To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey', any Asset Management Plan.
  - 11.2. To liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for building and plant maintenance, site security, cleaning, catering, grounds maintenance and disposal of waste.
  - 11.3. To monitor and approve any lettings, in accordance with the policy of the Governing Body, having regard to any advice from our auditors about regulations.

### **Health and Safety**

12. The Committee is to ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety policies as necessary.
13. The Committee is to liaise with the Headteacher and Chairman of Governors:
  - 13.1. In arranging for an internal or external Health and Safety Audit Programme as deemed necessary.
14. The Committee is to liaise with the Headteacher to ensure that:
  - 14.1. The school complies with health and safety legislation.
  - 14.2. The Headteacher has received adequate health and safety training to enable him/her to manage health and safety effectively in the school.
  - 14.3. At least one senior member of staff has received appropriate training and acts as health and safety co-ordinator for the school.
  - 14.4. To ensure that the school has an up to date fire risk assessment which is reviewed annually and that the recommendations of the risk assessment are put in place.
  - 14.5. To ensure that the procedures are followed in respect of any building work proposed other than general maintenance to ensure building regulations are met.
  - 14.6. All accidents, incidents, dangerous occurrences are recorded and where appropriate are reported to the Health and Safety Executive.
  - 14.7. Accident reports are reviewed at least once annually and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence.
  - 14.8. Risk assessments for all work activities carrying a significant risk to health and safety are in place and reviewed at least once annually or more frequently if appropriate and are communicated to all relevant personnel.
  - 14.9. The school site, premises and access to and egress from them are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians.
  - 14.10. All plant and equipment is serviced and maintained in compliance with the requirements of health and safety legislation, the School's insurers and the School's own policies regarding servicing and maintenance of equipment.

- 14.11. An action plan is drawn up following any health and safety audits carried out and that the recommendations in the reports are followed up and implemented as appropriate.

### **Educational Visits**

15. The Committee is responsible for the following:

- 15.1. To agree on the types of educational visits that Governors should be informed about and to recommend agreement on these to the whole Governing Body.
- 15.2. To ensure that guidance is available and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To prepare the school's educational visits policy for approval by the whole governing body.
- 15.3. To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the Department for Education or Governing Body.
- 15.4. To discuss, monitor and review these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Body.
- 15.5. To ensure that the Headteacher and Educational Visits Co-ordinator are supported in matters relating to educational visits, and that they have the time and expertise to fulfil their responsibilities.
- 15.6. To ascertain what governor training is available and relevant, and ensure, where possible, training is undertaken.
- 15.7. To ensure the School's Policy on Charging is applied appropriately and takes account of legislation on entitlement to remission of board and lodging costs.