

DAVISON CE HIGH SCHOOL BOARD OF GOVERNORS
RESOURCES COMMITTEE

Terms of Reference

The Committee comprises a minimum of three Governors, the Headteacher, a Deputy Head and the School Business Manager.

The function of the Committee is to undertake on behalf of the Governing Body of the school detailed reviews of:

- Buildings
- Curriculum
- Health and Safety
- IT Services
- Staffing levels

All financial matters relating to the school, this includes:

- A thorough review of the draft budget, including a check of the school budget share statement and all underlying documents prior to presentation to Governors for approval
- Examination of in - year budget reports to Governors, including proposals for revising spending plans
- In Year budget monitoring, allocations/funding
- Reviewing the financial rationale and impacts of proposed capital and major works spending proposals
- Reviewing the financial statements supporting the school's development plan and three year budget forecast
- Review of Staffing budget
- Review of Service Level Agreements (over time)
- Review of Service and Utilities Contracts (over time)
- Detailed reviews of the school's annual best value statement, statement of internal control and the policy for the delegation of the financial powers and duties of the governing body
- Reviewing as appropriate the application of financial instructions and guidance issued by the DfE and WSCC
- An annual assessment of the operation of the school's financial management, including School Financial Value Statement

- Reviewing all bids and contracts and making recommendations in selecting the best value contract and contractor
- Ensuring that the School Fund Audit is completed
- Any other financial approvals delegated to Governors (eg. applications for and use of Business Debit Cards
- Approving on behalf of the Governing Body the write - off of redundant equipment, etc.

To review the impact, consider revisions to and approve the Policies allocated to the Sub-Committee on behalf of the Board of Governors

Any other tasks requested from time to time by the Governing Body or the Headteacher

To submit minutes of each meeting to the Governing Board

Adopted by the Full Governing Body: November 2020