



Resource & Environment Committee

## Terms of Reference

Date written / reviewed	September 2020
Date of next review	September 2021
Headteacher	<i>J Goodwin</i>
Chair of Governors	<i>R Swaby</i>

**Membership as of September 2020:**

Miss R Swaby	Headteacher
Mrs Yvonne Farrand	LA Governor
Mrs V Fitzpatrick	Vice-Chair / Parent Governor
Mrs Jane Goodwin	Chair of Governors / Co-opted Governor
Miss Natalie Howarth	Parent Governor

**2020-21**

**Chair of Committee: Mrs. V Fitzpatrick**

**Minute taker: Rotation**



**The Governing Board of Friezland Primary School**  
**Terms of Reference of the Resource & Environment**  
**Committee.**

<b>Membership:</b>	To consist of at least 3 Governors (which can include the HT), one of whom will act as Chair and another as minute taker.
<b>Chair</b>	<i>Either</i> Appointed by the GB <i>or</i> Elected by the Committee. The GB can remove the Chair at any time.
<b>Quorum</b>	To consist of at least 3 Governors (which can include the HT or the Headteacher's representative).
<b>Meetings</b>	Committee meetings will be once per term with additional meetings as required.
<b>Agendas</b>	To be circulated to all Governors one week before the meeting by the Chair of the Committee in partnership with the Headteacher. Accompanying papers to be circulated to members of the Committee only.
<b>Minutes</b>	To be circulated to all Governors as soon as possible after the date of the meeting, or with the agenda papers for the next full Governing Board meeting. Minutes to include a brief summary of items discussed, and a record of any decisions taken and/or proposals/recommendations for the Governing Board to consider. One GB member will give brief feedback at the full GB meeting.
<b>Review</b>	Membership and terms of reference to be reviewed annually at the Autumn Term Governing Board meeting. <i>(It may be useful to consider those Governors with relevant Responsibilities for membership of this Committee.)</i>
<b>Confidentiality</b>	Members are required to adhere to the school's confidentiality policy and agreement due to the nature of items discussed at meetings. Members are required to sign that they have read, understood and agree to this policy upon joining the group.

**The Resource & Environment Committee's core responsibility is to ensure that the three main areas of School function: finance, premises and staffing and personnel are efficiently and effectively managed and monitored.**

**Specifically, the terms of reference of this Committee are:**

- To have regard for statutory obligations under the National Curriculum and associated documents.
- To ensure the safeguarding of both pupils and staff is central to any decisions and actions that are made.

**Premises and Buildings:**

- To provide support and guidance for the Governing Board and Headteacher on all matters relating to the development and management of the School's site.
- To advise the Governing Board on priorities for the maintenance and development of the School's site.
- To oversee arrangements for ongoing and long-term maintenance and repairs of the School's site.
- To manage the school's Asset Management Plan.
- To review, adopt and monitor a health and Safety Policy and to be responsible for overall Health and Safety management of the School's site.
- To oversee funding bids and applications in consultation with the Headteacher.
- To oversee and manage School lettings and charges, including the School's lettings and charges policies, and use of the building by outside bodies, including Friends of Friezland.
- To review the School's Accessibility Plan.
- To work with the Headteacher and staff to ensure that the School complies with all statutory Health and Safety requirements.
- To liaise as required with the Local Authority and Unity in relation to premises issues including contract issue.

**Financial Management:**

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustment.
- In consultation with the Headteacher and the Bursar to be responsible for budget planning and to draw up the School's annual budget.
- To establish and maintain medium and long terms financial plans.
- To establish and maintain an annual budget plan taking into account the School's agreed priorities.
- To ensure that the School operates within all current financial standards including SFVS (Schools Financial Value Standard).
- To prepare financial statements for the Governing Board as required.
- To make decisions in respect of service agreements.
- To make decisions and monitor expenditure including monitoring expenditure approved by the Headteacher in accordance with the Finance Policy.

- To review and approve any charges made by the School including, but not limited to, lettings and Before and After School Club.
- To ensure that matters of health and safety are prioritised appropriately in relation to financial expenditure.
- To be responsible for award pay increments where funds are available based up recommendations from the Headteacher/other committees (such as the committee responsible for the Headteacher's performance management).

**Staffing:**

- In consultation with the Headteacher, determine the staffing structure of the School
- To oversee the appointment procedure for staff in accordance with the Local Authority's Fair Recruitment and Selection procedures.
- To oversee the staff Performance Management structure (except the Headteacher's Performance review which is delegated to another committee).
- To review, adopt and monitor the Equal Opportunities Policy and all other relevant policies.