

Lily Lane Primary School

Resources Committee

Constitution and Terms of Reference

Academic Year 2018-2019

Membership

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

Chairing

The full governing body will appoint the Chair of the committee.

Attendance

Members of the committee, the Head Teacher (if not a member), and the clerk to the committee have a right to attend committee meetings. The governing body or committee may allow other persons to attend.

Quorum

The quorum for committee meetings shall be 50% of the number of governors who are members of the committee, rounded up to the nearest whole number.

Meetings

The committee shall meet at least once a term and more often if required.

Clerking

The governing body shall appoint a clerk to the committee. Committee members may act as clerk in the absence of the formally appointed clerk.

Terms of Reference

1. In consultation with the Budget Officer/School Business Manager, to draft the first formal budget plan of the year, for consideration and approval by the Governing Body, ensuring that School Development Plan priorities are appropriately reflected.

2. To consider a budget monitoring statement at least termly, and report any significant variances from the planned budgetary position to the Governing Body.
3. To ensure that the unofficial School Funds are audited by a person who is not involved with the day to day operation of them, and ensure that they have been verified as correct.
4. To annually review the school charging policy.
5. To make decisions in respect of Service Level Agreements, including an annual review.
6. To agree Devolved Capital Expenditure.
7. To ensure that as far as is practical, Health and Safety issues are appropriately prioritised.
8. To review the funding implications of decisions taken in respect of pay, and ensure that they are affordable.
9. In consultation with the Head Teacher, to support the Governors in the completion of the Statement of Internal Control.
10. To ensure that the school operates in accordance with the Manchester Scheme for Financing Schools, Schools Financial Regulations, and the Schools own Scheme of Financial Delegation and Control.
11. To advise the Governing Body of priorities in respect of the maintenance and development of the schools premises, including Health and Safety matters.
12. In consultation with the Headteacher' to oversee premises related funding bids
13. To review annually the schools Lettings Policy.
14. To support the school in achieving the SFVS Standard.

Agreed by the Governing Body of Lily Lane Primary School at the meeting

on 27.9.18 **Signed:** *R Tavernor* **Chair of Governors**