



In the Name of Allah the Most Kind the Most Merciful

Praise belongs to Allah, Lord of the worlds, the All-Merciful, the Very Merciful. And may His choicest blessings and peace be upon our beloved prophet

Terms of Reference

Resources Committee

These terms of reference aim:

- To support the governing body and school leadership in fulfilling statutory duties
- To support and fulfill the strategic, critical and accountability role of the governing body
- To set and approve the school budget on behalf of the governing body
- Determining, monitoring and keeping under review, the school budget, finances, assets, staffing, premises, policies, plans and procedures within which the school operate
- To provide a framework for effective self evaluation, monitoring and evaluation, support and challenge by linking the work of committees to areas of the current SEF and key priorities in the SDP/SIP

The terms of reference will be reviewed annually by the Governing Body.

Membership

No fewer than 3 governors including the Head teacher.

The committee may make recommendations to the governing body for co-option of non-governor members

Quorum

3 governors including the Head

Meetings

The committee will meet at least once a term prior to the main governing body meeting and otherwise as required.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfill its strategic role. Whenever possible, reports will be used in common across the school.

Terms of reference

Finance

- To draw up and agree an annual budget reflecting priorities identified through school self evaluation and set out in School Development Plan in particular with the raising of standards.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the governing body
- To monitor and evaluate the implementation and impact of the Financial Management Standard and Schools Financial Value Standards(SFVS)
- To present to the full board the SFVS compliance template for consideration and approval
- To ensure that the governing body agrees financial procedures and controls, including audit, and to monitor implementation in the school.
- To agree an effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring , to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body and make any appropriate recommendations
- To agree the level of delegation to the Head for the day to day financial management of the school
- To monitor the expenditure of Pupil Premium linked to raising of standards

Site and Premises

- To monitor and evaluate the use and development of the site and premises including any shared or off site facilities, and also including security, and make any appropriate recommendations to the governing body.
- To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action
- To oversee the lettings policy and its implementation
- To monitor any accidents or injuries to individuals at school.

Personnel

- To keep under review the pay policy , race equality policy, the disability equality scheme and gender equality scheme (or any single overarching equality scheme) and all related practices in particular in relation to staff recruitment, retention and development and to report emerging issues to the governing body
- To monitor and keep under review the staffing structure, to receive recommendations from the Head teacher and to make any appropriate recommendations to the governing body
- To keep under review the policy and procedures for staff selection and recruitment, and training for safer recruitment including all safeguarding requirements, the policies on staff leave, sickness, discipline, grievances and all other HR related policies and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate
- To draw up and review annually a performance management (Appraisal& Capability) policy and pay policy for approval by the governing body and to monitor and evaluate the impact of these policies ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and the DFE Teachers Standards.

- To be responsible for the HT performance and annual appraisal.
- Members from Resources to assist HT with the recruitment of staff

General

- As and when required, to consider delivery, impact and progress relating to aspects of the SEF and the IDP that have been allocated to the Committee
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection Local Authority and Al-Risalah Trust review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.
- To determine any other matters referred to the committee by the governing Body.

Signed by Chair of Governors.....Date.....