



Worcestershire County Council

The Governing Body of Pebworth & Blackminster Schools Federation

Terms of Reference
Resources Committee

1	In consultation with the Headteacher to draft the first formal budget of the financial year.
2	To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
3	To ensure that the school operates within the Financial Regulations of the County Council.
4	To monitor expenditure of all voluntary funds kept on behalf of the governing body.
5	To annually review charges and remissions policies and expenses policies. The Finance Policy to be reviewed by Committee and approved by the FGB.
6	To make decisions in respect of service agreements.
7	To make decisions on expenditure following recommendations from other committees.
8	To ensure, as far as is practical, that health and Safety issues are appropriately prioritised.
9	The Chair of Resources to determine whether sufficient funds are available within the current budget (and approved by the Chair of Governors) for pay increments as recommended by the Headteacher.
10	In the light of the Headteacher Performance Management Group’s recommendations, to determine whether sufficient funds are available for increments.
11	To meet the requirements and audit the SFVS guidelines.
12	To determine matters relating to health and safety and security (of staff, students, visitors and site).
13	Procurement of maintenance works in accordance with Federation’s delegated responsibilities.
14	To determine and review the staff structure for Pebworth and Blackminster.
15	To recruit staff on the leadership spine. Recruiting other staff as necessary/directed by the Headteacher.
16	To determine and review the Pay and Performance Management policy.
17	To develop and review policies relating to staffing matters, including continuing professional development (CPD), disciplinary, capability and absence management policies: where required, make recommendations to the Full Governing Body.
18	Monitor progress towards strategic aims in line with this committee remit (Including staffing, and communications in the Federation community).
19	Responsible for reviewing the following policies: Performance Management, Pay, Finance, Health and safety, Data Protection, Central Record of Recruitment & vetting checks, Complaints procedure, Equal opportunities & Race Equality, Staff Discipline, Conduct & Grievance, Accessibility, Complaints, Confidentiality, Confiscation of Property, Freedom of Information, Recruitment, Managing medical conditions in school.
20	To elect or remove a chair of the committee.

Quorum (minimum of 3, committee can determine higher number.	3
Date committee established	September 2016
Date of Review	September 2022
Terms of reference agreed by Governing body	September 2021



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