



## **King's Oak Primary School**

### **Premises and Resources Committee** **Terms of Reference**

#### **Membership**

The first Governing Body meeting of the school year will appoint the members of each committee.

All governors are welcome to attend any meeting of the Premises & Resources (P&R) Committee and will be free to speak on any item under discussion, but not to vote in the event of any matter being decided by vote. Other people e.g. school staff, may be invited to attend meetings of the Committee, particularly when they have responsibility for items under discussion, but they are counted as "in attendance" only and are not members of the Committee i.e. they can debate an issue but they are not permitted to vote.

#### **Officers**

The Chair(s) of the Committee will be appointed at the first Premises & Resources Committee meeting of the academic year and the appointment will be ratified at the next Full Governing Body meeting. If the Chair of the Committee is absent from a meeting, then a Chair will be appointed for the duration of that meeting. The Clerk to the Governing Body will normally take minutes of the Committee meetings; if the Clerk is absent, then another Governor or staff member present at the meeting will be appointed to take minutes.

#### **Quorum**

Three members, to include at least one of Chair or Vice-Chair of Governors, Chair of Premises & Resources Committee, or Headteacher.

#### **Meetings**

The Premises & Resources Committee shall meet at least once per half-term, usually in advance of the Full Governing Body meeting. Minutes shall be taken at every meeting of the Committee. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

#### **Review of Terms of Reference**

The Terms of Reference of the Premises & Resources Committee shall be reviewed annually by the Committee at the first meeting of the academic year, with any recommendations sent to the next available Governing Body meeting for ratification.

#### **Governor Training**

It is the responsibility of Governors to attend courses relevant to their role on the Committee.



## **Responsibilities**

The Premises & Resources Committee (“P&R” committee) is responsible for discharging governors’ responsibility with respect to Finance, Resources, Premises and Health & Safety. These responsibilities are delegated by the Governing Body. These Terms of Reference define the responsibilities that have been delegated.

- Finance covers the budgets and forecasts for the revenue and expenditure of the school. It also covers the School Fund.
- Resources covers all staffing and related staff matters.
- Premises covers all buildings on the school site.
- Health and Safety covers the safety of all personnel on the premises, i.e. pupils, staff, parents and visitors.

## **Plan of work - continuing responsibilities:**

### **Finance:**

#### ***Monthly reporting:***

- Monitor income and expenditure against budget and forecasts throughout the year of all delegated and devolved funds (to include Pupil Premium and Devolved Capital).
- Report to the Governing Body any significant variances in spend against the annual budget plan.
- Review virements and journals within authorisation levels set out in the Finance policy.
- Review spend against reserves and any surplus brought forward.
- Monitor spending against the premises development plan.
- Monitor spending against the School Improvement plan.

#### ***Budget***

- Review the proposed annual budget (revenue and expenditure) for the Full Governing Body’s approval in accordance with the delegated budget made by the LA, and reflecting the school’s development priorities.
- Propose a new school premises development plan for the forthcoming financial period.
- Review final Revenue and Expenditure for the previous year and appoint auditors where necessary or appropriate.
- Make recommendations for the availability of any surplus funds.
- Compare school budget allocations and performance with available benchmark data.
- Decide which service to buy back from the Local Authority and which to buy from other providers.

#### ***Forecasting***

- To establish and review a 3-year forecast, taking into account the agreed priorities of the school improvement plan.

#### ***Other***

- Review, adopt and monitor the implementation and impact of all finance policies.
- Review income and expenditure in the school fund account and ensure the audit of all non-public funds.
- Perform a review of all suppliers used by the school during the financial year to ensure value for money.
- To review termly the School’s self-assessment in respect of the Schools Financial Value Standard (“SFVS”) document and sign off before 31 March of each year.



- Provide reports to the governing body on matters relating to school finances and decisions of the committee.
- Monitor any significant issues as they arise, e.g. contracts, budget overspend or H&S incidents.
- Ensure spending decisions provide best value.
- Monitor the service levels achieved by suppliers against the contracted levels.
- To review, adopt and monitor the implementation and impact of financial policies.
- Ensure adequate insurance cover is in place for the school.

### **Health & Safety:**

Monitor Health & Safety within the school, to include:

- Review, adopt and monitor the implementation and impact of health & safety policies.
- Monitor the implementation of health and safety legislation within the school;
- Review forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules governing any hazardous work activity or class of operations.
- Promote health and safety training in the school at all levels and to ensure that appropriate emergency procedures are in place.
- Receive regular termly H&S summary reports from the School's Health & Safety Manager.
- Receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents.
- Receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents.
- Consider reports of formal audits of school work places and activities and such other reports as may be submitted.
- Ensure that regular health & safety inspections take place according to the school's health & safety policy and to receive reports on such checks.
- Consider and keep under review building work which will need to conform to good health, safety and welfare practice.
- Keep under review communications and publicity relating to health, safety and welfare in the school and where necessary to recommend any improvements or changes.
- Consider reports and factual information provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority and to establish and maintain effective links with such persons.
- Consider relevant health, safety and welfare matters raised by members of the Committee and the school community.

### **Resources:**

- In consultation with the Headteacher to determine the staffing structure of the school.
- To oversee and follow the established procedure when advertising, selecting and appointing new members of staff.
- To consider the recommendations of the Pay Committee in respect of staff salaries.
- To review, adopt and monitor performance management and appraisal policies.
- In consultation with staff, to oversee any organisational change.
- To adopt and monitor all policies and procedures relating to staff discipline, grievances and capability.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.



**General tasks to be scheduled as required:**

- Participate in Local Authority consultations and other initiatives on P&R matters as they arise, e.g. the Primary Capital Programme.
- Seek financial opportunities for minor and major works to the school made available from time to time by the DCFS or LA.
- Seek ways to generate additional income for the school.

Ratified by the Full Governing Body on: \_\_\_\_\_ 2018

Date of next review: September 2019

Signed: \_\_\_\_\_ Date: \_\_\_\_\_