

The Bliss Charity School

The Resources Committee

Terms of Reference

Membership	The committee shall consist of a minimum of 4 governors plus the Headteacher and Bursar.
Chair	The Chair (not an employee) will be appointed by the committee annually.
Clerk	Minutes will be produced by a nominated person and circulated to the Governing Body, for agreement at the next full meeting.
Quorum	Minimum of three plus the Headteacher or Bursar.
Meetings	The committee will meet at least once every term. An agenda will be circulated at least 7 days prior to the meetings.

Terms of Reference

1. To guide and assist the Head and governing body in financial matters and matters relating to premises and grounds.
2. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
3. To draw up and present an annual budget for the governing bodies approval, taking into account the agreed priorities of the schools 'Improvement Plan'.
4. To monitor the budget over the year, report the financial statement each term, and make recommendations where necessary.
5. To recommend to the Governing Body the level of delegation to the head for the day to day management of the school.
6. To monitor the income and expenditure of all public funds, to receive and where appropriate respond to any audit of these.
7. To ensure that all non-public funds are audited and presented to the Governing Body.
8. To work with the LA to balance the budget over an agreed time frame.
9. To ensure the school complies with Health and Safety regulations and assist the governing body to discharge their duties in collaboration with the LA.
10. To consider the LA's policy on Health and Safety and recommend an appropriate policy to the school.
11. To monitor the effectiveness of the school's Health and Safety arrangements, make periodic inspection of buildings, plant and equipment and report annually to the governing body.

12. To provide support and guidance to the Headteacher on all matters relating to finance or premises and grounds.
13. To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development for the approval of the governing body.
14. To approve the cost and arrangements for maintenance, repair and decoration within the budget allocation and ensure 'best value'.
15. To oversee the preparation and implementation of contracts.
16. To ensure that the governing body's responsibilities regarding litter are discharged according to the Environmental Protection Act 1990.
17. To prepare lettings and charges policy for the approval of the governing body, and monitor its implementation.
18. To ensure that access to the school meets all legislative requirements.
19. To ensure any necessary liaison with the LA regarding premises issues.