

**ST BARTHOLOMEW'S SCHOOL
RESOURCES COMMITTEE**

TERMS OF REFERENCE

**AGREED BY THE FULL GOVERNING BODY
SUMMER 2021**

TO BE REVIEWED ANNUALLY AT THE SUMMER TERM MEETING

The Resources Committee has responsibility for the safe and effective use of the Academy Trust's resources and for the planning and monitoring of capital investment projects.

Objectives

The objectives of the Resources Committee are:

1. To ensure the facilities and its infrastructure (IT, grounds etc.) are well maintained and provide a high quality environment for teaching and learning;
2. To ensure the best value for money from service and contracts;
3. To ensure that the School's Health & Safety Policy is implemented and to monitor adherence to the Policy;
4. To ensure there is adequate budget for proposed expenditure over the lifetime of any capital item or project;
5. To develop and monitor the implementation of strategies (short, medium & long-term) to ensure that the estate is able to support the needs of the school and its students;
6. To develop the estate as required through individual projects.

Areas of Responsibility

The Chair and the Committee hold the following delegated authorities from the Full Governing Body:

Budget

- Scrutiny and monitoring of capital projects and budget performance of Facilities, Catering and IT.

Facilities and Infrastructure

- Responsibility for ensuring the safety and security of school premises, equipment and infrastructure;
- To receive and review an inventory report on an annual basis, to be signed off once approved by the Chair of the Committee;
- Responsibility for the development of the maintenance strategy.

Value for Money

- Responsibility for ensuring best value for money from all contracts and capital projects;
- Responsibility for opportunities for extended use of school for community activities;
- To review the development of income generation opportunities;
- Responsibility for reviewing insurance arrangements and making a recommendation to the Finance & Risk Committee regarding those arrangements;
- Responsibility for school meals: cost, content and presentation.

Health & Safety

- Monitor health and safety and risk management arrangements.

Capital Investment & Projects

- To review and propose to the Full Governing Body any capital investment needs for the School;
- To develop and agree requirements for new investments;
- To support procurement activities;
- To provide oversight of the delivery of capital projects;
- Ensure that effective management arrangements are in place for the delivery of major projects.

Assets & Resources Steering Group

When necessary, the Resources Committee will sit as the Assets & Resources Steering Group to oversee the following in relation to the physical assets of the school:

- The identification of new requirements;
- The strategic basis for taking forward any new proposals;
- Understanding the implications of any proposals on the land, buildings and space available for the school;
- The creation and implementation of strategies in relation to land, buildings and space.

Meetings will be held as often as necessary to maintain proper momentum and oversight of the work carried out by the Steering Group.

Others may be invited to join a meeting or assist with the work of the Group as needed on a skills basis.

The Group will make recommendations to the Resources Committee who will, in turn, propose strategies to the Full Governing Body.

General

- To approve, review and monitor the implementation of all requisite policies as defined in the Delegated Policy Framework and the Finance Scheme of Delegations.
- Any other delegated authority and/or request to work on behalf of the Full Governing Body as may be minuted at their meetings.

Membership

- A minimum of four Governors who have been appointed to the Committee based on their skills.

The Chair and Vice-chair of the Committee shall not be employees of the School. The Chair will be elected from the membership of the Committee.

The work of the committee will be supported by:

- The Co-Headteacher with responsibility for this area,

- The Business Manager;
- The Clerk to the Governors

Signed.....
Co-Chair of Governors

Date.....