

## **RESOURCES COMMITTEE TERMS OF REFERENCE**

### **MEMBERSHIP**

The Committee will be made up of at least 3 members of the Management Committee plus the Headteacher or their representative. At least 2 of the Committee must be non-staff member.

### **QUORUM**

Shall be 3 and the Headteacher or their representative. At least 1 member must not be employed by the college.

### **MEETINGS**

At least once per term, or more frequent if required. The meetings will be minuted by the Clerk of the Management Committee, or in his / her absence, by a member of the Committee (not the Chair) if a substitute Clerk is not available.

### **REPORTING**

Copies of all minutes will be sent to the full Management Committee membership via the Clerk to Committee. Chair of the Committee will also provide a short verbal report at the following Management Committee meeting.

### **DELEGATED POWERS**

- Approve policies relevant to this committee in line with the College Policy Management document
- Approve the first formal budget plan of the financial year and make recommendation to approve to Management Committee
- Approve the Register of Certifying Officers
- Ensure that Health and Safety regulations are followed including establishing a Safety Committee as required
- Monitor the effectiveness of safeguarding procedures

### **FUNCTION**

- To ensure that policies for all areas of Staffing and Finance; Health and Safety and Premises are put into practice, reviewed and revised as necessary.
- To ensure statutory requirements are met with regards to staffing with the College, e.g. an agreed staffing structure
- To ensure the College is meeting its annual College Improvement Plan (CIP) objectives in relation to staff and finance, Health and Safety and facilities
- Monitor income and expenditure at each Resources Committee meeting
- To agree and implement a pay policy & an appraisal policy
- To establish and implement staff disciplinary / capability procedures
- To support the Headteacher in the review of, and implementation of HR processes as required
- To monitor the performance review procedure for teaching and non-teaching staff
- To ensure that professional development and training records are kept up to date
- To oversee and support any capital projects that may arise

### **REVIEW**

Terms of Reference to be reviewed annually and approved by the Management Committee.

**CREATED:** September 2021  
**APPROVED:** Management Committee  
**NEXT REVIEW:** September 2022

Signed.....Suzanne Richards..... Dated .....6 December 2021.....