



Astbury St Mary's Primary School

RESOURCES COMMITTEE

Resources Committee Terms of Reference 2018/19

Membership: The committee shall consist of not less than five Governors. Membership should include the Headteacher and at least two non-employees.

The committee may make recommendations to the Governing Body for co-option of non-governor members and advise whether or not such members should be given a vote.

Quorum: Three Governors including a Governor who is not an employee of the school.

Meetings: At least once per term and more frequently if deemed necessary by the majority of members.

Chair: Non-employee to be elected by the full Governing Body.

Accountability: The committee will report back to the Governing Body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

Terms of reference:

Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy and Appraisal Policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure
- To contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to the leadership, finance, staffing and management of the school
- To keep relevant sections of the Self-Evaluation Form under review and update as necessary
- To establish and review the Allegations of Abuse Against Staff policy.

- To regularly review all staff related policies.
- To ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age (up to 65) or disability
- To establish panels for the appointment of teaching staff (except Headteacher and Deputy vacancies) consisting of the Headteacher and/or his representative(s) and at least one member of the Governing Body
- To ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards
- To ensure that the school has effective systems of mentoring and inducting new members of staff and governors

Finance

- To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To oversee the 3 year financial plan and act as appropriate.
- To consider and recommend the annual budget to the Governing Body, which is targeted at delivering the School Development Plan.
- To consider the impact of pupil number forecasts on the school's future funding.
- To monitor the income and expenditure of all official funds (i.e. fully delegated and earmarked funds) and report the financial situation to the Governing Body each term.
- To ensure compliance with the county council's financial regulations and financial procedures.
- To consider recommendations from other committees, which have financial implications and to provide advice to the Governing Body accordingly.
- To evaluate the effectiveness of financial decisions.
- To ensure the adequacy of the internal financial control framework within the school and to appraise any proposed changes to financial systems, procedures and limits of delegated authority on behalf of the Governing Body.
- To ensure that the same high standards of stewardship afforded to the official funds are applied in relation to the school's unofficial funds.
- To receive and appraise, on behalf of the Governing Body, the termly financial reports on transactions and balances within the Unofficial Fund and the end of year accounts and Auditor's certificate.
- To review annually the school's charging policy and the adequacy of the school's insurance and make recommendations to the Governing Body accordingly.
- 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.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review Lettings and Governor's Allowances policies.
- To monitor all financial information provided by the Local Education Authority and to report, as appropriate, to the Governing Body.
- To agree the level of delegation to the Headteacher of day to day financial management of the school.
- To determine the use of the school premises outside school sessions, including advice to the Governing Body on the charging policy (setting charge cannot be delegated to a Committee by law).
- To maintain a Register of Pecuniary Interests of Governors and members of staff with financial responsibility.
- To maintain and update the Asset Register on an annual basis.

- To complete the mandatory Schools Financial Value Standard (SFVS) annually.
- To consider all spending plans and to advise the Governing Body.
- To ensure that the requirement for non-public funds to be audited is carried out annually.
- To draft a whole school pay policy for the approval of the Governing Body and apply the approved policy
- Approve the updates to the Manual of Internal Procedures on an annual basis.

Behaviour, Safety and Safeguarding

- To ensure that policies and procedures are in place to reduce barriers to learning, improve behaviour, attendance and punctuality and reduce exclusions
- To ensure that policies and procedures are in place to promote the spiritual, moral, social and cultural development of children
- To ensure that the school offers equality of opportunity to all children whatever their gender, ethnicity, religion, background or ability through all its policies, procedures and practices
- To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to the personal development and well-being of pupils
- To monitor pupil attendance
- To monitor the school's safeguarding procedures.
- To establish, monitor the impact of, and keep under review all the school's plans, policies and procedures relating to the environment, health & safety and the letting of the premises
- To take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk
- To ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary
- To ensure that a member of staff responsible for Health & Safety is appointed as required and that they receive the necessary support and training in their role
- To promote high quality displays of children's work and information that provide a stimulating learning environment and celebrate the work of the school
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- This committee is responsible for reviewing the following policies: Behaviour, Attendance, Equality and Diversity, First Aid, Health and Safety, Health and Safety Welfare Statement, Home School Agreement, Intimate Care, Freedom of Information, Race Equality, Risk Assessment, Safeguarding and Safer Recruitment.

• **Other Areas**

- To promote and support the further development of the School Pupil Council and provide a link between the Council and the Governing Body
- To promote partnership with parents to support their children's learning

- To promote extended school facilities and community cohesion
- To liaise with, consult with, and provide information to parents and the wider community on matters relating to pastoral issues, and pupils' personal development and well-being
- Ensure the Out of school club licence agreement is in place.

The Resources Committee Terms of Reference were amended and adopted by the Governing Body at the meeting of the full Governing Body held on 05/12/2018.

These terms of reference will be reviewed annually.

Review date: Autumn 2019