



RESOURCES COMMITTEE

Terms of Reference

1. The Chair to be decided and approved by the Full Governing Body (FGB).
2. The Committee shall meet at least once a term before the FGB meeting.
3. The quorum for the Committee shall be 3 governors.
4. Staff governors may sit on the Resources Committee but will withdraw from discussions relating to staff salaries and other confidential issues, decided by the Chair.
5. The agenda should be distributed to all FGB members 7 days before the meeting.
6. Each meeting will have a dedicated clerk. Minutes should be approved and circulated within 7 working days of the meeting.
7. The Committee shall keep the FGB informed of decisions taken, submit minutes and give a verbal report to each FGB meeting.

THE RESOURCES COMMITTEE SHALL:

1 Financial

- 1.1. To receive and approve:
 - the annual budget plan and the 3 year budget plan and make recommendation to the FGB. To approve budgetary adjustments (subject to scheme of delegation) as necessary in response to evolving requirements of the school.
 - use of end of year surplus (Summer Term)
- 1.2. Monitor income and expenditure of the School's additional grants.
- 1.3. To consider the SIP priorities and seek assurance that they are incorporated within the budget.
- 1.4. To receive reports on the budget and use of funding provided for Pupil Premium and other specific purposes, reporting any issues to the Curriculum and Standards Committee; to receive recommendations from that Committee on the impact of spending on pupil progress and consequently on priorities for future spend.
- 1.5. To review termly reports from the Responsible Officer.
- 1.6. To ensure the audit of non-public funds for presentations to the FGB, and to receive and where appropriate, respond to periodic reports of public funds.
- 1.7. To propose the level of delegation to the Headteacher for the day to day financial management of the school and to operate virement to the approved budget, within the limits set by the FGB.
- 1.8. To make decisions on service level agreements, in particular delegated services from the Borough.
- 1.9. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policies for teaching and non-teaching staff, and as recommended by the Headteacher and agreed by the Pay Committee.
- 1.10. To review, complete and submit the School Financial Value Standards (SFVS); complete any remedial action as identified as part of the SFVS.

The governing body will review and monitor the terms of reference and evaluate their effectiveness.



RESOURCES COMMITTEE

1.11. To receive and act upon any issues identified by a Local Authority audit.

2 Premises

2.1 To identify, consider priorities and implement the following in accordance with the SIP and within the constraint of the overall Asset Management Plan, building maintenance budget and the Devolved Capital Budget:

- a programme of non-essential buildings maintenance
- a programme for redecoration
- a programme for improvement works
- a programme for new development

2.2 To discharge the following responsibilities in connection with health and safety:

- to mandate compliance with regard to health and safety matters.
- to monitor compliance with the Local Authorities and School's safety policies.
- to ensure the annual inspection of the premises and grounds takes place, to identify potential hazards to health and safety.
- to instigate a risk assessment procedure to be carried out where necessary.

2.3 To receive reports on:

- the progress of essential works authorised by the FGB.
- the monitoring of cleaning standards and the operation of the cleaning contracts.
- the monitoring of grounds maintenance and the operation of the ground maintain contracts.
- caretaking matters.

2.4 To create a project committee when necessary to oversee any major development.

3 Staffing

3.1 To ensure that:

- the school is sufficiently staffed to fulfil the SIP and the effective operation of the school.
- personnel procedures detailed by the Borough are followed by the school and FGB.
- there is proper consultation with staff and their representatives on proposed policy and other changes.
- support and training is provided for all staff, including induction for new staff and mentoring for NQTs.

3.2 To establish and oversee the Appraisal Policy and Pay Policy for all categories of staff. Administration of the Pay Policy for Teaching Staff, including the Senior Leadership Team, is delegated to the Pay Committee.

3.3 To annually review procedures for dealing with staff discipline and grievances as suggested by the Headteacher, and make recommendations to the FGB.

3.4 To receive an annual report, in the Spring Term, on performance management from the Headteacher.

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RESOURCES COMMITTEE

- 3.5 To monitor the approved procedures for staff discipline and grievances, redundancy and redeployment and refer to the appropriate governing body panel when necessary.
- 3.6 To recommend to the FGB staff selection procedures ensuring they conform to safer recruitment practice and review as necessary.
- 3.7 To establish the annual and longer-term salary budgets and other costs to personnel e.g. training.

4 Salaries

- 4.1 To conduct the annual review of non-teaching staff salaries in the Spring Term.
- 4.2 To delegate to the Headteacher the responsibility for deciding newly appointed staff salaries below Deputy Headteacher level.
- 4.3 To ensure that an accurate record of staff salaries is maintained and kept in a secure environment.

5 Policies

The Resources Committee will review and monitor the following policies annually or as required by the Headteacher:

- Whistleblowing Policy (Autumn)
- Security Policy (Spring)
- Health and Safety Policy (Autumn)
- Complaints Policy (Summer)
- Governors' Allowance Policy (Spring)
- Appraisal Policy (Autumn)
- Pay Policy for Teaching Staff (Autumn) and Pay Policy for Non-Teaching Staff (Spring)

The Resources Committee will review and monitor the following policies biennially or as required by the Headteacher:

- Charges & Remission Policy (Spring)
- School Letting Policy and agree appropriate hire charges (Spring)

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Agreed by staff: March 2015 Agreed by Governors: March 2015
Reviewed: November 2015, November 2016 and annually thereafter