



Emersons Green Primary School

## **RESOURCES COMMITTEE**

### **Terms of Reference**

The committee is established to debate issues in detail and to provide information and recommendation for final decisions by the Governing Body.

#### **1. Membership**

The Committee shall consist of at least five governors, the Chair of Governors and the Headteacher or their representative. The Committee will appoint a Chairman from within its members.

#### **2. Quorum**

A quorum shall be a minimum of 3 voting governors including the Head or his/her representative. Non-voting members will not count for a quorum

#### **3. Meetings**

The committee shall meet as required but at least three times per year. At least seven days notice of a meeting shall be given.

#### **4. Function**

The main functions of the committee are to exercise the financial and staffing powers and responsibilities delegated to it by the full governing body and to advise and support the Headteacher on general financial and staffing matters relating to the school.

#### **5. Terms of Reference - Finance**

In relation to the school finance the committee is delegated to:

- In early spring produce a draft budget plan for the approval of the governing body, taking into account the priorities of the school.
- Notify the approved budget plan to the LA.
- Monitor income and expenditure of all public funds according to an agreed timescale, i.e. budget share and any other funds devolved by the LA e.g. Standards Fund.
- Review its Financial Management Policy.
- Authorise signatories for the school bank account for notification to the County Treasurer.
- Arrange audit of non-LA funds received.
- Respond to any issues arising from the audit of the school's accounts and report back to the full governing body.
- Monitor spends in-year against the approved budget.

The committee will

- settle the detail of the school budget plan and when necessary authorise the Headteacher to confirm it on the school management system in order to enable day to day operation to be effected;
- approve the in-year virement of funds between different budgetary headings, subject to the restrictions of the schedule of delegation.
- sub-delegate the power of virement to the headteacher, within the limits set out by the schedule of delegation.

The committee shall, at each of its meetings,

(i) receive and consider a report from the Headteacher/Bursar as to any financial provision, which has been transferred between budgetary accounts since the last meeting, in excess of the power of virement sub-delegated to the headteacher, and as to the accumulative spend;

(ii) consider and approve action when the spend shows variance from the agreed plan;

(iii) report all in-year virement of funds to the next meeting of the full governing body.

## **6 Prior Approval**

The prior approval of the full governing body is required if the committee wishes:

- To authorise the transfer of any funds from or to the teaching staff or ancillary accounts;
- To sub-delegate the power to vire sums as outlined in the schedule of delegated authority.

## **7. In Relation to Pay and Review**

The committee is delegated to:

- Meet the aims of the whole school Pay Policy
- Apply the criteria set by the whole school Pay Policy
- Respect all statutory and contractual obligations
- Review the whole school Pay Policy annually to take account of local and national developments and make appropriate recommendations to the governing body
- To consider and agree the award of discretionary points for all staff

- Adopt a strategic role in agreeing the school's Performance Management Policy
- Monitor the Performance Management process
- Ensure that the performance of the teachers is reviewed annually in accordance with the regulations
- Decide on the exact timing of the Performance Review cycle for the Headteacher
- Carry out the Performance Review of the Headteacher. In so doing, it appoints two or three governors to carry out the Performance Review
- Appoint one or more review officers where a complaint is made by the Headteacher about his or her Performance Review and the Chair of Governors has been involved in that Performance Review
- Arrange for an annual review of staff pay which may include a decision not to award an incremental point and ensure written statements are given annually.

## **8.Appeal**

In the event of an appeal, the governing body will convene an appeals panel (3 governors who were not involved in the original decision) to meet within ten working days of the receipt of the appeal notice. An applicant has the right to see all relevant papers and be accompanied / represented by a friend or trade union / professional association representative

The decision of the appeals panel is final.

**NB:** Anyone employed at the school, other than the Headteacher, must withdraw from a meeting of the committee during any discussion of the pay or performance appraisal of any individual working in the school. This does not include occasions when the governing body is considering the Individual School Range (ISR) for a school (and therefore the salary of the Headteacher).

## **9.In Relation to Staffing**

The committee is delegated to:

- a) Ensure appropriate personnel policy and procedures are adopted
- b) Review the staffing structure (teaching and non-teaching), especially following a vacancy and at least annually in relation to the School Development Plan

- c) Review and develop staffing policies e.g. procedures for selection and appointment of staff, pay and continuing professional development, equal opportunities policies
- d) Agree membership and procedures for staff appointment panels
- e) Monitor and report on the use made of the school's INSET budget for staff training
- f) Monitor and review the school's sickness absence policy
- g) Vire responsibility to the Headteacher of the appointment of supply teachers and other temporary appointments up to one year's duration, together with all appointments Lunchbreak Supervisors(LBS), Teaching Assistants(TAs) and other Ancillary staff.

## **10 Health & Safety and Security**

### Facilities

- a. To be responsible for the maintenance of the schools premises, facilities, fittings, furniture, grounds and services which are the Governing Body responsibility under the Local Management of Schools provision.
- b. To report each term to the Governing Body on inspections of the premises and grounds and the condition and requirements for the premises and grounds, together with comments and recommendations.
- c. To prepare and regularly update a rolling programme of maintenance works required for the premises and grounds showing full costings and prioritisation. Present this to the full Governing Body for approval and to the Resources Committee for funding as appropriate.

### Health and Safety

- a) To be responsible for the Health and Safety functions on behalf of the Governing Body as set out in its Policy Declaration.
- b) To liaise with South Glos C & YP Department's Health and Safety Adviser and also when general advise on Health and Safety matters or information about occupational Health and Safety hazards is necessary or required.
- c) To carry out inspections of the School with the designated Health and Safety Officer.
- d) To report each term to the Governing Body on Health and Safety

matters including inspections of the premises and grounds, together with comments and recommendations.

### Security

- a) To be responsible for the Security and Emergency Planning matters on behalf of the Governing Body.
- b) To carry out inspections of the school with the designated Security Officer and to ensure that the School's Emergency Plan is rehearsed at least annually.
- c) To report each term to the Governing Body on security matters including inspections of the premises and grounds, together with comments, recommendations and funding requirements

### **11 Reporting to the Governing Body**

At each meeting of the governing body, a brief report shall be presented by the committee.

### **12. Revision**

These powers and responsibilities will be reviewed annually at the Autumn Term meeting of the Governing Body

### **13. Disputes**

Any disputes will be referred to the full governing body

Approved By Full Governing Body on Sept 2009

Revision Date 19 Jan 2010