

KEYWORTH PRIMARY SCHOOL GOVERNING BODY

RESOURCES COMMITTEE TERMS OF REFERENCE (as adopted on 14 September 2016)

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

Finance

- 4.1 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities.
- 4.2 To approve the budget.
- 4.3 To ensure the school's delegated budget is administered in accordance with the LA's Scheme for Financing Schools.
- 4.4 To ensure the school meets the Schools Financial Value Standard (SFVS) and that the return is submitted to the Local Authority.
- 4.5 To monitor the expenditure of the school's annual budget share.
- 4.6 To monitor Pupil Premium expenditure.
- 4.7 To receive reports from the Headteacher and/or the school's finance officer on the school's financial accounts.
- 4.8 To consider any audit report and respond to the recommendations of such reports.
- 4.9 To monitor the expenditure of all voluntary funds kept on behalf of the Governing Body.

- 4.10 To ensure any virements between budget heads are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.
- 4.11 To ensure information required by the School Information Regulations and other statutory sources is published online.

Premises

- 4.12 To approve plans (e.g. asset management plans) for the improvement and maintenance of the premises and grounds within the budget allocation.
- 4.13 To ensure compliance with statutory health and safety regulations.
- 4.14 To ensure adequate premises, contents and public liability insurance is in place.
- 4.15 To ensure all reasonable efforts are made to achieve maximum energy conservation.
- 4.16 To exercise with the Headteacher responsibility for the use of school premises both during and outside the school day.
- 4.17 To determine, within the budget allocation, the provision of services relating to facilities management and grounds maintenance (including the approval and monitoring of any contracts for such services).
- 4.18 To ensure day-to-day repairs and maintenance are monitored.
- 4.19 To establish and keep under review the premises elements of the accessibility plan.

Personnel

- 4.20 To approve the staffing complement and staffing structure (both teaching and non-teaching) for the school.
- 4.21 The Governing Body delegates to the Headteacher the appointment of staff, except to the posts of Headteacher, Deputy Headteacher and Assistant Headteacher. When a vacancy arises for a Headteacher or Deputy Headteacher post a selection panel must be appointed by the full Governing Body in accordance with statutory regulations. The appointment of Assistant Headteachers is delegated to the Resources Committee.
- 4.22 To ensure that provision is made for the continuing professional development (CPD) of staff.

Pay

- 4.23 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 4.24 To consider and make recommendations to the governing body on performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.

Other

- 4.25 To determine any other matters referred to the Committee by the Governing Body.

5. Policies

- 5.1 To ensure a Charging & Remissions Policy is established and recommended to the Governing Body for approval.
- 5.2 To ensure an Equality Information & Objectives Statement is established and recommended to the Governing Body for approval, and is reviewed every four years.
- 5.3 To ensure a Financial Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Headteacher and School Staff for the financial, human and asset resource management of the school is established and recommended to the Governing Body for approval, , and is reviewed every years.
- 5.4 To ensure a Governors' Allowances Policy is established and recommended to the Governing Body for approval.
- 5.5 To ensure a Health & Safety and Risk Assessments Policy is established and recommended to the Governing Body for approval.
- 5.6 To set (where appropriate) a Lettings Policy for use of the school premises, and to recommend it to the Governing Body for approval.
- 5.7 To ensure a Non-teacher Capability Procedure is established and recommended to the Governing Body for approval.
- 5.8 To ensure a Statement of procedures for allegations of abuse against staff is established and recommended to the Governing Body for approval.
- 5.9 To ensure a Teacher Appraisal Policy is established and recommended to the Governing Body for approval.
- 5.10 To ensure a Teacher Capability Policy is established and recommended to the Governing Body for approval.

- 5.11 To ensure a Teacher Capability Policy (ill-health) is established and recommended to the Governing Body for approval.

6. Reporting to the Governing Body

- 6.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body.