

EAVES PRIMARY SCHOOL

RESOURCES COMMITTEE TERMS OF REFERENCE **(Finance, Buildings, Staffing, Health + Safety and Pay)**

Quorum

Any three Governors (not including the Headteacher or associate governors)

The Committee will meet at least once per term or as agreed by the Governing body and submit minutes to the full Governing Body.

Terms of reference:

It is expected that this committee will ensure that they have read the documentation provided by the Head teacher in order to make appropriate recommendations to the Full Governing Body who will not necessarily have seen the documents.

FINANCE:

- To monitor the expenditure throughout the year and make recommendations to the Governing Body as deemed necessary.
- Based on their knowledge, experience and expertise, to make appropriate recommendations for adoption of necessary documents to the Governing Body, eg financial regulations, financial procedures and segregation of duties.
- To complete appropriate self-evaluation for financial skills and knowledge in order to undertake the Schools Financial Value Standard.
- To sign virements which fall within the committees delegated powers.
- To monitor and approve financial documentation in relation to Care Club, Pre-school, Eaves Primary School main budget and School Fund and ensure appropriate checks and audit procedures are in place.

Delegated Powers of the Head Teacher:

- To make recommendations on the pay of individuals in accordance with the pay policy and procedure.
- To make decisions regarding any proposed application of discretionary elements in accordance with the policy and procedures agreed by Governors.
- To utilise funds and delegated monies appropriately in line with the Finance Regulations adopted by the committee.

BUILDINGS:

- To decide upon appropriate fees for lettings and review and approve any lettings documentation as appropriate.
- To approve the Lettings and Charges Policy and monitor appropriate implementation.
- To oversee the preparation and implementation of contracts when required. No major work to be undertaken without Council approval e.g. over £10,000.
- To monitor the school's Asset Management Plan.

HEALTH + SAFETY:

- To provide support and guidance for the Head Teacher on all matters relating to the School premises and grounds.
- To arrange a regular inspection of the premises and grounds and arrange a report of the conditions with a proposed order of priorities for the maintenance and development on behalf of the full Governing Body.
- To be aware of specific responsibilities of Governors in regard to premises and to ensure that the LA is informed of any matters for which it has responsibility.
- To arrange regular safety audit of the school premises on behalf of the Governing Body.
- To ensure that the school and nursery complies with health and safety regulations.
- To ensure that Governors' responsibilities regarding litter are discharged under the Environmental Protection Act 1990.
- To consider and make recommendations on the risk management and insurance arrangements in regard to vandalism and other matters relating to the premises.
- To contribute to and monitor the relevant areas of the School Improvement Plan, Sustainability Plan and Access Audit.
- To ensure any such third party complies with the School and Nursery's health, safety and security standards/procedures and insurance requirements.

STAFFING:

School and Nursery Staffing Structure and Policy Framework:

- To ensure that all staff have clear job descriptions and that these are reviewed annually by consultation between the staff member and a member of the Senior Management Team and there are appropriate differentials/relatives of all staff within the School and Nursery, preparing any relevant criteria when necessary.
- To consider and approve any changes in the remuneration of staff at the School and Nursery arising from the annual pay review or for any new appointments.
- To consider and approve proposals made by the Head Teacher on individual's pay.
- The committee is required to set an Individual School Range, ascertain the School and Nursery group size, set a salary point for the Head Teacher and agree and set performance objectives for the Head Teacher on an annual basis and determine delegation for the Deputy Head's Performance Management Process.
- To implement the statutory and discretionary elements of the School Teachers' Pay and Conditions Document, having regard to employment legislation, equal pay and the Governing Body's policy on equal opportunities. In order to deal with salaries issues, under the Whole School Pay Policy, the 'First' Committee would be delegated to the Finance Committee"
- To be aware of national conditions of service for APT&C and manual workers and to implement any pay awards or conditions of service changes accordingly.

- To review the staffing structure on an annual basis and, where appropriate, as a vacancy occurs in relation to the current plan and future needs of the School and Nursery as identified in the School Development Plan.
- To ensure that vacancy details are made known to all staff by publication on staff noticeboards or by advertising the vacancy internally with the LA or externally via the local/national press.
- To establish the annual and longer term salary budgets and other costs relating to personnel matters, e.g. professional development costs.
- To recruit, select and appoint to all posts within the School and Nursery below the level of Head and Deputy Head Teacher (which are covered by statutory provision, excluding Mid-day Supervisors)
- To ensure that all School and Nursery employees are aware of the Governing Body's personnel policies and procedures.
- To monitor the implementation of the Policies and procedures in practice, evaluate impact and recommend future changes as appropriate.
- To establish, adopt and review policies and procedures relating to: Equality of Opportunity and good Employment Practice, Recruitment and Selection, Performance Management, Pay, Discipline, Grievance, Performance and Ill Health Capability, Staffing Reductions.

Performance Management:

- To monitor and review the implementation of the School and Nursery's Performance Management Policy in accordance with statutory procedures.
- To ensure that each teacher's performance over the previous academic year is reviewed and performance objectives for the forthcoming year are set.
- To make recommendations concerning performance related pay awards to the Full Governing Body
- To hear complaints about a teacher's performance review process and decide upon remedial action or otherwise in accordance with the alternatives in the Appraisal Regulations.

Application of Procedures that could result in Dismissal:

- To consider and make decisions that could result in the compulsory redundancy of an employee.
- To consider and make decisions that could result in the termination of employment on the grounds of performance capability.
- To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health or incapacity.
- To consider and make decisions that could result in a disciplinary sanction against the dismissal of an employee.

The Resources Committee will have Delegated Powers to:

- Approve School and Nursery budget.
- Approve and adopt any finance related policies.

- Review the audit (both delegated funds and voluntary funds), recommend action plan and evaluate any outcomes, alerting the Full Governing Body whenever they deem it necessary.
- Approve contract spreadsheet on an annual basis or following any updates.
- Approve non-key policies/procedures
- Review and approve the Head Teacher's performance management.
- Approve pay awards linked to appraisal

In accordance with Financial regulations

Any virement arising from a permanent amendment to the staffing structure will be subject to the approval of the Governing Body.

The Head Teacher may vary the level of the staffing budget as a result of a temporary amendment to the staffing structure, and may vary the level of a non-staffing budget up to and including the value of £10,000.

The Finance Committee may vary the level of the staffing budget as a result of a temporary amendment to the staffing structure, and may vary the level of a non-staffing budget where the virement amount is between £10,001 and £20,000.

The Governing Body shall approve any virement in excess of £20,000.

Persons Authorised to Approve Orders for Works, Goods and Services

The Governing Body has approved that the Headteacher may authorise orders for the provision of works, goods and services up to a maximum value of £10,000. The Finance Committee shall approve any expenditure between £10,001 and £20,000. The Governing Body shall approve any expenditure in excess of £20,000.

Persons approved to authorise orders up to a maximum of £10,000:

The Governing Body has approved that the Caretaker, Office Manager and Deputy Headteacher may authorise emergency, out of hours work procured through Property Services up to a maximum value of £2,500. The Head Teacher must be informed at the earliest opportunity of all such requisitions.

EAVES PRIMARY SCHOOL

STANDARDS AND PUPIL OUTCOMES COMMITTEE TERMS OF REFERENCE (Curriculum, Safeguarding, Behaviour and Personal Development)

It is expected that this committee will ensure that they have read the documentation provided by the Head teacher in order to make appropriate recommendations to the Full Governing Body who will not necessarily have seen the documents.

CURRICULUM:

- To advise the Governing Body on the School's Curriculum Statement and its statutory obligations under the National Curriculum.
- With the assistance of staff, to provide any required information to the Governing Body about how the curriculum is taught, evaluated and resourced.
- To ensure that the requirements of children with Special Educational Needs are met and appropriate processes are put in place and monitored.
- To review the information about school and nursery performance which the Governing Body is required to publish.
- To establish, adopt and review the home-school agreement.
- To contribute and monitor relevant areas of the SES and School Development Plan.
- To approve and monitor school and nursery attainment and improvement targets and review progress reports.
- To approve and adopt on behalf of the Governing Body any Policies relating to the school and nursery's curriculum including Collective Worship & RE and Sex & Relationships education.
- To monitor school and nursery's attainment in relation to targets and national and local comparative data taking into account groups of pupils.
- To challenge and support the school and nursery to secure high standards of education for the children

SAFEGUARDING, BEHAVIOUR + PERSONAL DEVELOPMENT

- To monitor schools approach to pupil personal development, behaviour and welfare.
- To monitor schools approach to attendance.
- To make recommendations as to a Governing Body statement on pupil behaviour and discipline including a Policy on behaviour and upon the exclusion of pupils.
- To review after consultation with the Head Teacher, staff and parents, the school and nursery's policies on pastoral care, welfare, health and safety and school uniform.
- To establish, adopt, review and monitor the policy on the conduct of school and nursery journeys, visits and residential activities.
- To monitor and secure balanced treatment, where required of political issues.
- To monitor child protection/safeguarding policies and procedures and ensure all necessary people have appropriate training.

Administrative Responsibilities:

Administrative responsibilities of the above Terms of Reference sit with this Committee with an understanding that documentation approved will not be presented at the Full Governing Body Meetings. Also:

- To ensure that there are effective arrangements in place for the Committee.
- To submit minutes to the full Governing Body.