

# SEA MILLS PRIMARY SCHOOL

## **RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

- MEMBERSHIP:** As determined and appointed by the full Governing Body
- QUORUM:** 3 Governors
- MEETINGS:** 6 times a year – plus as required using the Terms of Reference as a guide to Agenda setting

The Clerk to the Committee will be responsible for arranging the meetings, taking notes, typing up and distributing draft Minutes and chasing actions.

The Committee to have the power to make its own decisions without referral to the full Governing Body, except where specified below or where the subject matter requires full Governing Body consideration by law.

### **RESPONSIBILITIES**

- 1 Approve all recommendations for changes to the pay of the Headteacher

**In conjunction with the Headteacher the Committee will have the following responsibilities:**

### **PERSONNEL**

- 1 Keep under review the staffing structure
- 2 Review, approve and monitor the implementation of the school's Pay Policy
- 3 Monitor and evaluate the recruitment, selection and appointment procedures and ensure Local Authority (LA) HR guidelines are followed for safe recruitment and safeguarding children
- 4 Review, approve and monitor the implementation of all staff related policies
- 5 Oversee the process leading to staff reductions in accordance with the Managing Change Policy
- 6 Review, approve and monitor the implementation of the Performance Management Policy; performance management arrangements and the quality of teaching and learning
- 7 Monitor and evaluate the effectiveness of staff continuing professional development and ensure it supports raising standards
- 8 Monitor and evaluate the use of staff In-Service Days
- 9 Review as appropriate, the School Group Size and Individual School Range and resulting Senior Leadership Team's (SLT) pay scale points, and make recommendations to the full Governing Body
- 10 Approve all recommendations for teachers' performance related pay increases plus movements through the pay spine and threshold including recommendations for changes to the pay of the Deputy Headteacher
- 11 Review staff work/life balance, working conditions and well-being and monitor staff absence
- 12 Identify and celebrate staff achievements

## **FINANCE**

- 1 Recommend to the full Governing Body the school's proposed budget for each financial year
- 2 Undertake regular monitoring of the delegated budgets, providing summary reports to the Governing Body via Committee Minutes
- 3 Undertake regular monitoring of the School Funds and other material budgets to which the school has access
- 4 Review the LA's Audit Report and ensure recommendations are actioned
- 5 Monitor areas of over and under-spend and agree the policy on funds carried forward
- 6 Consider and agree annually the level of capital allowances to be brought forward from future years
- 7 Consider and approve the outturn forecasts in December and June prior to submission to the LA
- 8 Oversee the preparation and implementation of contracts and where appropriate, make decisions in respect of service agreements
- 9 Review the Finance Policy and make recommendations to the full Governing Body for approval
- 10 Review and set annually, delegated levels of spending authority and virements as laid out in the Finance Policy
- 11 Consider requests to vire funds by the Headteacher where the amount is above that set for the day to day financial management
- 12 Review, approve and monitor the implementation of the Lettings Policy, Charging & Remissions Policy and any other finance related policies
- 13 Consider each year's School Development Plan (SDP) priorities with an indication of financial requirements for the following 2 years and monitor the use of resources identified in the SDP
- 14 Ensure the principles of best value are adhered to and recommend the school's Best Value Statement to the full Governing Body for approval
- 15 Ensure sufficient school funds are available for pay increments as recommended by the Headteacher
- 16 In the light of the Headteacher's Performance Management Review Panel's recommendations, ensure sufficient school funds are available for increments
- 17 Ensure compliance with the Schools Financial Values Standard (SFVS)
- 18 Evaluate and initiate any appropriate income generation opportunities

## **PREMISES & RESOURCES**

- 1 Monitor any issues arising from the school's tenancy
- 2 Determine the budget allocation and arrangements for maintenance, repairs and redecoration of the premises and equipment
- 3 Review, monitor and evaluate progress against the annual maintenance programme
- 4 Monitor and evaluate the effectiveness of the school's equipment and resources to support learning and teaching and consider any financial implications relating to replacement/purchase of resources

- 5 Where appropriate, make recommendations to the full Governing Body on premises/resources-related expenditure
- 6 Review the Asset Management Plan in line with the LA's timetable
- 7 Monitor operational issues of the school
- 8 Review, approve and monitor the implementation of premises related policies
- 9 Consider the development of the premises to support learning and teaching; and explore ways of maximising the utilisation of the premises to support both school activities and community use including Extended Schools activities

## **HEALTH & SAFETY**

- 1 Review, approve and monitor the implementation of the school's health and safety policies and procedures
- 2 Consider regular safety inspection reports to ensure that the school complies with Health & Safety Regulations
- 3 Monitor the health and safety content of employee training and development of safe systems of work
- 4 Examine the health and safety implications of new equipment and purchases
- 5 Monitor that risk assessments are regularly reviewed and updated
- 6 Monitor and evaluate the effectiveness of the school's security and emergency planning and arrangements
- 7 Monitor and evaluate the effectiveness of the School Travel Plan
- 8 Review and update as appropriate the school's Accessibility Plan