

FORSBROOK C.E. (C) PRIMARY SCHOOL

RESOURCES COMMITTEE

TERMS OF REFERENCE

PERSONNEL AREAS

- Set the school's staffing levels.
- Formulate and review the school's staffing structure.
- Review and develop staffing policies including procedures for selection and appointment of staff, professional development, equal opportunities, pay policy and staff appraisal.
- Review the whole school pay policy annually to take account of local and national developments and make appropriate recommendations to the Governing Body. (see also Pay Committee Remit)
- Ensure the aims of the whole school pay policy are met.
- Establish the criteria and procedures for all discretionary elements of the pay policy.
- Arrange for and review annually staff pay in accordance with the pay policy.
- Determine the Individual Salary Ranges for the Leadership grades. □
- Agree membership and procedures for staff appointment panels.
- Monitor the school's procedures for staff development and appraisal.
- Monitor the school's support for NQT's.
- Submit annually costings for proposed staffing levels.
- Nominate three members to attend any serious disciplinary hearings, which may be called.

Headteacher Performance Management Reviews

- The appointed governors will operate at all times within the remit of the Performance Management Guidelines
- The appointed governors will review the performance of the Headteacher against delivery of targets
- The appointed governors will set the targets annually with the aid of the School Self Evaluation Partner
- The appointed governors will inform the governing body of the targets and the outcomes
- In general, the appointed governors will meet at least once per term, a minimum of two of the three appointed governors need to be present.

FINANCE AREAS

- Set financial priorities based on a 3-year budget plan
- Prepare a draft budget based on priorities in the School Development Plan and to receive and discuss submissions from other committees and Headteacher.
- Approve the first formal budget each financial year.
- Establish and monitor appropriate policies and procedures for sound budgetary control including evaluation of the effectiveness of all financial decisions.
- Review and develop all financial policies and regulations including charges and remissions and lettings annually.
- ***Receive recommendations from Standards Committee for the finance allocation to support the development of the curriculum***
- Report regularly on the school's finances to the full governing body.
- Determine the financial delegation to be made to the headteacher
- Approve transfer between budget headings (virement) within agreed limits.
- Respond to any issues arising from the audit of the school's accounts. □ Determine procedures for governors to claim expenses.
- Operate at all times within the school's delegated budget.
- Operate at all times within the agreed roles and responsibilities
- Complete, monitor, evaluate and submit the School Financial Value Standard
- ***Monitor the School Fund Audited Account, review annually the School Fund Constitution and report to the Full Governing Body***

BUILDINGS & GROUNDS

- Regular inspection of the premises to identify essential maintenance work, taking into account the Asset Management Plan.
- Monitor and review the school's Health and Safety policy, including regular risk assessment.
- Ensure appropriate insurance is in place.
- Recommend to the governing body an ongoing programme of repairs and maintenance.
- Consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils.
- Oversee the letting of contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance. and any anticipated expenditure on projects of a major nature.
- Regular consideration of health and safety issues associated with the building and site.
- Monitor and review the arrangements for cleaning the building and maintaining the surrounding areas.
- Maintain satisfactory standards of furniture and fittings.

- Formulate, monitor and control the school's energy needs.

General Items

Functions and Powers:

The Committee will act at all times within Statutory Guidelines on behalf of the full governing body and within the guidelines as detailed in the current Department of Education Governor Handbook June 2021. **The committee will have a minimum of four governors.**

The Committee will meet at least once a term.

A quorum will be a minimum of three governors.

The Resources Committee will have responsibility for the NURSERY & Out of School Club

TERMS OF REFERENCE

The committee will invite the Nursery Manager to attend the committee meetings as and when required.

The Committee will:

Curriculum & General

Formulate on behalf of the governing body, all curriculum, assessment and general policies required by legislation or recommendation.

Monitor and review the Nursery curriculum and assessment provision

Consider on behalf of the governing body any relevant curriculum statements prepared by the LA including Ofsted Reports.

Ensure agreed action plans are in place as a result of Ofsted Inspections.

Review procedures for dealing with parental complaints

Annually contribute, review and agree EYFS Action Plan for inclusion in the School Development Plan.

Personnel

Set the Unit's staffing levels

Formulate and review the Unit's staffing structure

Review and develop staffing policies e.g. procedures for selection and appointment of staff, professional development, equal opportunity, performance management and pay policy in accordance with Local Authority guidelines and policy.

Interview and appoint staff in line with safe recruitment policies.

Finance

Be responsible for the preparation and update of the Unit's Business Plan

Be responsible for determining and reviewing the Fee Structure

Establish and monitor appropriate policies and procedures for sound budgetary control.

Be responsible for the monitoring of the Unit's finances, approve the initial budget plan, approve use of balances

Agree the financial delegation to be made to the Unit for inclusion in the Scheme of Delegation for approval by the Full Governing Body.

Approve transfer between budget headings (virement) within agreed limits.

Respond to any issues arising from the audit of the Unit's accounts.

Receive at least termly income and expenditure reports.

Pay Committee

Role and responsibility of the Pay Committee (see Pay policy)

The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee to establish the policy. However, governors employed at the school will not be eligible to take part in any discussions relating to individuals.

Establishment of the policy

The Pay Committee is responsible for:

- Establishing the policy, in consultation with the head teacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- Formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for:

- Reviewing the policy annually, in consultation with the head teacher, staff and trade union representatives; and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the head teacher's performance review;
- submitting reports of these decisions to the Governing Body; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee and of the right of appeal.

The Appeals Committee of the Governing Body is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy

Revised 12th October 2021 and to be presented to FGB on 24th November 2021.