

<u>HYNDBURN PARK PRIMARY SCHOOL</u> <u>RESOURCES COMMITTEE TERMS OF REFERENCE</u>
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Membership

The Committee shall consist of at least five members of the Governing Body. The Headteacher is, ex-officio, a member of the Committee.

The Committee will elect a Chair from within its own membership. For the academic year 2019 – 2020, the Chair will be **Julie Parsonson**, and the Vice Chair **David Kitchener**.

Non-voting participants may be invited to meetings by the Committee as and when required.

The membership of the Committee shall be reviewed and determined annually by the Governing Body.

Quorum

The quorum shall be three members, including the Headteacher, but excluding any associate members or observers.

Meetings

The Clerk to the Committee (Joanne Carr, LCC) shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

Responsibilities - Finance

- (a) To provide guidance and assistance to the Headteacher and the Governing Body on all financial issues, including those relating to the building and staffing.
- (b) To recommend to the Governing Body internal financial regulations for the financial management of the school in accordance with guidance issued by the Authority.
- (c) To consider budget plans presented by the Headteacher and to make recommendations to the Governing Body for approval.
- (d) To consider budget monitoring reports relating to all public funds (i.e. school budget share and any other funds delegated and devolved by the LA) and make recommendations to the Governing Body.
- (e) To agree or recommend virements between budget headings where the value is in excess of the sum delegated to the Headteacher / committee under the school's internal financial regulations.
- (f) To consider all finance policies of the school including those relating to charges, lettings and income.
- (g) To contribute to the school's development plan including consideration of the longer term resource requirements of the school.

- (h) To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
- (i) To consider the annual audited accounts of all unofficial funds prior to presentation to the Governing Body.
- (j) To consider audit reports and other relevant reports and make recommendations to the Governing Body.
- (k) To consider and advise on any financial matter referred to it by the Governing Body.
- (l) To respond, on behalf of the Governing Body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

Responsibilities – Staffing

- (a) To prepare staff policies for approval by the Governing Body.
- (b) In conjunction with the Headteacher, to draw up a staffing structure (teaching and non-teaching staff, posts of responsibility, etc.) and to review it annually.
- (c) To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.
- (d) To determine who is involved in each appointment (with the exception of head and deputy headteacher), at the stage that a post is created. (This may involve governors or not, and may involve people who are not governors too, so that the most appropriate people are involved in each appointment.)
- (e) To delegate to the Headteacher all provision of supply cover of up to one year's duration.
- (f) To delegate to the Headteacher the appointment of all other support staff.
- (g) To ensure that consultation takes place as required (e.g. over pay policy) with all staff or with recognised trade unions.
- (h) To ensure that appropriate job descriptions are in place.
- (i) To check that the arrangements for staff appraisal are in place and being developed.
- (j) To monitor the programme of staff development and training and ensure it meets the needs of the school improvement plan and of the staff.
- (k) To receive regular reports on staff absence.
- (l) Review annually the unit total of the school and the effect, if any on the Individual School Range

NOTE The appointment of a Headteacher or Deputy Headteacher is not a function of this committee. Headteachers cannot take part in the appointment process for their successor.

Responsibilities – Premises

- (a) To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
- (b) To inspect the premises and grounds at least annually and prepare a statement of priorities for maintenance and development for the approval of the Governing Body.
- (c) To advise the Governing Body on major projects deemed to be necessary or appropriate.

- (d) To establish and monitor arrangements to work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Body, are progressed, and where appropriate that the payments are made.
- (e) To act on behalf of the Governing Body in monitoring the implementation and progress of all building related plans.
- (f) To monitor the maintenance and upkeep of the school premises and grounds.
- (g) Where it is the responsibility of the Governing Body, to make recommendations to the Governing Body on the appointment of consultants or the providers of premises related services.
- (h) To determine the use of the school premises outside school session time including advice to the Governing Body on a possible charging policy which must be determined by the Governing Body.
- (i) To provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and Health and Safety.
- (j) To ensure that arrangements are in place for the dissemination of Health and Safety information to all building users, including staff, pupils and visitors.
- (k) To review the school's Health and Safety policy as and when required and to advise along with the Headteacher, the Governing Body with regard to its compliance with Health and Safety Regulations.
- (l) To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
- (m) To ensure the school complies with Health and Safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
- (n) To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
- (o) To examine safety inspection reports and to make recommendations where remedial action is required.
- (p) To be mindful of the requirements of current legislation requirements.

These terms of reference agreed by the Resources Committee	07.10.19
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Chair of the Committee	Julie Parsonson
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Date Committee established	19.06.13
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Date of review	22.06.20
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Staffing Committees

All governing bodies should have established Committees to consider;

- Staff discipline / dismissal
- Staff discipline / dismissal appeals
- Staff grievance
- Staff grievance appeals
- Pay
- Complaints appeals
- Staffing review / dismissal (redundancy)
- Staff attendance and dismissal
- Appraisal / Committee of appointed governors

These Committees usually only meet as and when required but the Committee of Appointed Governors must meet at least once a year to review and set the objectives for the Headteacher. The minimum membership of any of these Committees is three Governors. The Headteacher cannot be a member of these Committees. The Chair should not be a member of the Complaints Appeal Committee as he will usually have been involved at an earlier stage of the proceedings.

Headteacher Appraisal Committee Membership

- Richard Hooper
- Alison Kerry
- Julie Parsonson

In the absence of one of the above being available to conduct the headteacher's appraisal, the FGB have agreed that David Kitchener will step in.