

TERMS OF REFERENCE

St Thomas More Catholic Primary, A Voluntary Academy– Governing Body

Terms of reference for: Resources Committee

Membership:

The committee shall consist of the number of governors chosen by the full Governing body. The Head teacher will be a member of the committee. Non governors may be co-opted to serve on the committee. ***The number of governors must exceed the number of non-governors on the committee.***

The governing body will not confer voting rights on non governors.

Quorum:

The quorum shall be one half of the governor membership of the committee, rounded up to the nearest whole number.

Meetings:

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary

Recording and reporting of meeting:

..... will be the clerk to the committee, and will produce minutes of all meetings to be circulated before the full governing body meeting following the committee meeting.

Responsibilities of all committees:

- to receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- to contribute to, monitor and evaluate relevant parts of the SEF*, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- to consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- to take appropriate action on any other relevant matter referred by the governing body.

The Resources Committee will oversee

- the school finances ensuring that the school operates within the financial regulations of the local authority and complies with any DfE requirements, responding to any issues arising from the audit of the school's accounts and ensuring value for money;
- the maintenance and development of the school site and premises;
- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled

In particular the committee will:

Finance:

- determine and review the school's financial policy, ensuring that procedures are known and followed by all relevant staff
- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- authorise virement within the limits established in the school's financial policy
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan;
- monitor the budget (and any other devolved funds) and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations;
- ensure that the "Governors' Fund" or other such fund is audited and appropriate records are kept,
- To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services.
- To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items.
- To regularly review the charges and remissions policy.

Premises, health and safety:

- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- agree the lettings and charges policy for the use of school premises;
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- To monitor the effectiveness and value for money of premises service contracts.

Staffing:

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;

- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence; performance management, whistleblowing, pay and conditions of employment and ensure staff are consulted and informed appropriately;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- monitor the impact of equalities and diversity policies on staff recruitment and retention;
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- To agree and monitor the school's Performance Management Policy, staff CPD and its contribution to school improvement
- To ensure that the headteacher is able to maintain an appropriate Work-Life balance
- consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

The Committee will also nominate 3 governors to form the **Pay and Review Committee** which will:

- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the headteacher's performance review group in relation to whether to award the head an annual increment ***;

**Anyone employed to work at the school other than the headteacher must withdraw from this item

***Anyone employed to work at the school including the headteacher must withdraw from this item

The Chair has a casting vote in the event of a tied vote.

Election of chair:

The chair will be elected every 2 years.

Review of terms of reference:

Annually, by the full governing body

NB The text shown in bold italics refer to statutory regulations and must not be amended by the governing body.