

<b>Terms of Reference for the Resources Committee of the Governing Board of Bishopsteignton Primary School 2018-2019</b>	<b>Unique I/D 5-17a</b>
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(for Unique I/D source, refer to School Policy Control Register)

**Membership (the quorum for a meeting shall be three)**

<u>Name</u>	<u>Category of Governor</u>	<u>Role(s)</u>
Helen Kelham	Co-opted	Chair / Finance Lead / Joint Headteacher Performance Management (HTPM)
Carol Jones	Co-opted	Personnel Lead / Wellbeing Lead / Deputy Safeguarding / Joint HTPM
Natasha Geldard	Parent	Communications Lead / Attendance Lead / FOBS
Paul Zaleski	Parent	GDPD Lead
David Lamboll	Co-opted	
Dave Killoran	Head Teacher	
Lyn Shackleton	Staff	
Carol Roberts	Local Authority	Part 2 meetings only
Andy Jebson	Co-opted	Premises Lead
Geoff Jones	None	Clerk of Committee
<b>Meeting dates for the academic year:</b>	19 November 2018 11 February 2019 01 April 2019 20 May 2019 17 June 2019	

Agreed at Full Governing Board meeting on 17 Sept 2018 and Resources Committee meeting on 12 Oct 2018 Review date: Sept 2019 with subsequent updates
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**Matters of Urgency**

These may be dealt with by the chair of governors, chair of the committee and head teacher and reported to the next meeting of the committee or full governing board.

**Levels of Delegation - Decision or Recommendation**

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

L = lead governor to make a **decision**, keeping the Resources chair informed, and updating the T & L committee at the next committee meeting. Reported to the full governing board in the minutes.

*Note from The Governance Consultancy Team: The level of delegated decision making given to a committee needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full governing board. All delegated decisions must be reported to the full governing board through the minutes from the committee*

**Policies, Documents and Information delegated to this committee**

**(For Unique I/D source refer to School Policy Control Register)**

<b>Unique I/D</b>	<b>Policy / Document / Information</b>	<b>Frequency of update (review cycle)</b>	<b>Area of responsibility</b>
5-5	Charging and Remissions Policy (Statutory - Website)	Annual	Finance
7-6	Governors' Allowance and Expenses Policy (Statutory)	Annual	Finance
7-7	Finance Policy (Statutory)	Annual	Finance
7-11	School's Financial Value Standard (SFVS) Return (Statutory)	Annual	Finance
9-1	Gifts and Hospitality Policy (Optional)	Annual	Finance

1-1	Teachers' Appraisal Policy (Statutory)	No review cycle - in accordance with Devon update	Personnel
1-2	Staff Capability Policy (Statutory)	No review cycle - in accordance with Devon update	Personnel
1-3	Staff Discipline Policy (Statutory)	No review cycle - in accordance with Devon update	Personnel
1-4	Staff Grievance Policy (Statutory)	No review cycle - in accordance with Devon update	Personnel
1-5	Pay Policy (Statutory)	No review cycle - in accordance with Devon update	Personnel
2-1	Redundancy Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-2	Acceptable Behaviour Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-3	Disclosure and Barring Checks Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-4	Staff Code of Conduct (Optional)	No review cycle - in accordance with Devon update	Personnel
2-5	Flexible Working Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-6	Maternity Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-7	Managing Sickness Absence (Optional)	No review cycle - in accordance with Devon update	Personnel
2-8	Recruitment and Selection Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-9	Staff Leave & Absence Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-10	Support Staff Appraisal Scheme for Schools (Optional)	No review cycle - in accordance with Devon update	Personnel
2-11	Whistleblowing Policy (Optional)	No review cycle - in accordance with Devon update	Personnel
2-12	Volunteers in School – Guidance (Optional)	No review cycle - in accordance with Devon update	Personnel
2-13	Drugs and Alcohol Misuse Policy (Optional)	No review cycle - in accordance with Devon update	Personnel

Bishopsteignton Primary School Resources Committee Terms of Reference.

3-1	Anti-Bullying (Parents/Carers/Staff/Volunteers) (Optional)	No review cycle – additional policy adopted by the school	Personnel
7-3	Contract of Employment for each member of staff (Statutory)	On-going	Personnel

5-1	School Accessibility Policy & Plan (Statutory - Website)	Every three years	Premises
6-5	Health and Safety Policy (Statutory – Website optional)	Annual	Premises
7-9	Lettings Policy (Statutory)	Annual – summer term	Premises
9-2	School Security Policy (Optional)	To be determined	Premises
<del>9-13</del>	<del>Health, Safety and Wellbeing (Optional)</del>	<del>Annual</del>	<del>Premises</del>

5-7	Complaints Procedure (Statutory - Website)	Every two years	Communications
6-4	Freedom of Information Publication Scheme (Statutory – Website optional)	Every two years	Communications
8-1	Attendance Policy (Recommended)	Annual	Communications
9-4	ICT Security Policy (Optional)	Annual	Communications
9-5	Teacher Communications Policy (Optional)	Every two years	Communications
9-12	Website Review (Optional)	Annual	Communications

6-2	Data Protection Policy (Statutory – Website optional)	Every two years	GDPR
6-11	GDPR – IT Policy (Statutory – Website optional)	Every two years	GDPR
6-12	GDPR – Privacy Policy (Statutory – Website optional)	Every two years	GDPR
6-13	GDPR – Privacy Standard (Statutory – Website optional)	Every two years	GDPR
6-14	GDPR – Retention Policy (Statutory – Website optional)	Every two years	GDPR
6-15	GDPR – Social Media Policy (Statutory – Website optional)	Every two years	GDPR
6-16	GDPR - Breach and Escalation Procedure (Statutory – Website optional)	Every two years	GDPR
6-17	GDPR – Cookie Notice and Wording (Statutory – Website optional)	Every two years	GDPR
6-18	GDPR – Privacy Impact Assessment (Statutory – Website optional)	Every two years	GDPR

## Finance

**Lead governor: Helen Kelham**

**Policies, Documents and Information delegated to this governor / this committee:**

**See table above**

**Duties which are delegated to this governor / this committee:**

*Governing bodies may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

<p>In consultation with the head teacher and the business manager and taking into consideration:</p> <ul style="list-style-type: none"> <li>• available resources</li> <li>• sustainability of commitments</li> <li>• the school development plan</li> <li>• forecast pupil numbers</li> <li>• anticipated contractual liabilities</li> <li>• other relevant factors</li> </ul> <p>the committee (governor) to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval in early March.</p>	R
<p>To ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.</p>	D
<p>To ensure the establishment and maintenance of an up-to-date three-year financial plan, ensuring that current data is used to inform the three-year plan.</p>	D
<p>To monitor budgets for all funds under the governing bodies control, including virement decisions, at least termly and to report significant variances from the anticipated position to the governing board.</p>	D
<p>To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include:</p> <ul style="list-style-type: none"> <li>• Finance Policy</li> <li>• Governors' Allowance and Expenses Policy</li> <li>• Charging and Remissions Policy</li> <li>• Gifts and Hospitality Policy</li> </ul>	R D R R
<p>To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in September each year and to provide an agreed response to the consultation.</p>	D
<p>To research other sources of funding to support the school budget.</p>	D
<p>To make decisions in respect of service level agreements and service contracts</p>	D
<p>To consider and approve non-routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy, including recommendations from other committees, including staff costs.</p>	D

To recommend the level of delegation to the head teacher for the day-to-day financial management of the school.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To receive audit reports and refer key issues to the governing board. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To undertake financial benchmarking, alert the governing board to any best value implications and make recommendations to the full governing board for best practice.	D
To monitor the proper allocation of pupil premium, sports funding, CiC funding and report to the full governing board.	D

## Personnel

**Lead governor: Carol Jones**

**Policies, Documents and Information delegated to this governor / this committee:**

**See table above**

**Duties which are delegated to this governor / this committee:**

*Governing bodies may use their powers to delegate functions and decisions to committees or individual governor/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

<i>Child Protection</i>	
Ensure that policies relating to child protection are reviewed annually and adhered to, ensuring that there is a Richard Governor and that there is adherence to Safeguarding policies.	D
Ensure that the Volunteers in Schools Guidance is regularly reviewed and adhered to.	D
<i>Employee Development (including appraisal)</i>	
Review the training requirements of the school workforce and make recommendations.	D
Ensure that the relevant policies relating to performance appraisal are regularly reviewed and adopted.	D
Ensure that the Headteacher regularly undertakes appraisal of the staff within the school.	D
Delegate to a committee of governors the role of undertaking the appraisal of the Headteacher, in conjunction with the School Improvement Partner, and that appropriate annual objectives are set and reviewed.	D
Make recommendations to the full governing board for any increments due to the Headteacher, as a result of achieving appraisal targets.	D

Ensure that all other policies relating to appraisal are regularly reviewed and adopted including Disciplinary policy, Capability Policy and Managing Absence Policy.	D
<i>Staffing Structure/Recruitment</i>	
Ensure that requirements for safer recruitment are in place and that there is an up to date Single Central Record and vetting checks are held in school.	D
Assist the Headteacher with Recruitment and Selection activities as appropriate and to assist with interviewing where appropriate and required. To ensure that relevant policies relating to recruitment and selection are regularly reviewed and updated including the Recruitment Policy.	D
Ensure every member of staff has a contract of Employment and agreed job description.	L
Regularly review the staffing structure in accordance with the School Development Plan.	D
<i>Employee Benefits</i>	
Review staff salaries and to ensure that teacher salary statements are issued in the Autumn term of each year.	D
Review the Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full governing board.	R
Make sure that all staff members are paid within the relevant pay band for their roles and experience.	D
<i>Employee Relations</i>	
Review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate.	D
Ensure that work/life balance issues for all staff are given proper consideration when making decisions and that staff are aware of the Schools Flexible Working policy.	D
Make sure that the working conditions and wellbeing of the staff are monitored and kept under review.	D

## Premises / Health and Safety and Welfare

**Lead governor: Andy Jebson**

**Policies, Documents and Information delegated to this governor / this committee:**

**See above**

**Duties which are delegated to this governor / this committee:**

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To assist the head(teacher) and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment.	D

To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan).	D
To agree the costs and arrangements for maintenance, repairs, redecoration, cleaning, and grounds maintenance within the budget allocation.	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to.	D
To agree a lettings policy.	D
To agree, evaluate and review the schools Accessibility Plan	D
Review catering/school meals/ nutritional policy. Re-affirm food standards in line with statutory duties.	D
To assist the head(teacher) and discharge the responsibilities of the governing board on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To ensure the governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon	D
Ensure that the free school meal provision is being met	D
Ensure that nominated First Aiders have appropriate training which is kept up to date.	D
To ensure any necessary liaison with the local authority's Property Services providers.	D

## Communications

**Lead governor: Natasha Geldard**

**Policies, Documents and Information delegated to this governor / this committee:**

**See table above**

**Duties which are delegated to this governor / this committee:**

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To promote the governors' involvement in school life.	D
To promote good relationships between school governors and school staff.	D
To assist the head teacher in promoting good relationships with parents. Conduct an annual survey on parents' views and wishes for the continued development of the school with appropriate feedback.	D
To provide a point-of-contact for parents to the governing board, as part of a parent liaison role; and discuss any feedback with the head teacher where necessary.	L
To assist the head teacher in promoting good relationships with the school community and wider parish.	L
To ensure that the school communications, such as the website, meet the needs of the wider school community and are in line with legal requirements. Ensure the website is being updated regularly.	D



## General Data Protection Regulations (GDPR)

**Lead governor: Paul Zaleski**

**Policies, Documents and Information delegated to this governor / this committee:**

**See table above**

**Duties which are delegated to this governor / this committee:**

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To assist the school in the interpretation of General Data Protection Regulations and ensure their implementation	L
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