

CASTLE WOOD SCHOOL

RESOURCE MANAGEMENT COMMITTEE

- TERMS OF REFERENCE

MEMBERSHIP

(Appointed by the full Governing Body)
(Non-governors may be co-opted on to the Committee and could have voting rights if the Governing Body so decided)

QUORUM:

3 (and a majority of those present must be governors)

CHAIR:

To be elected by voting members of the Committee at the first meeting of each school year (cannot be an employee at the school or a non-governor)

MEETINGS:

At least termly. Meetings to be called by the Chair of the Committee or the Headteacher

REMIT:

1. To provide guidance to the Headteacher and the Governing Body on matters relating to
 - ◆ Finance
 - ◆ Personnel
 - ◆ Premises
 - ◆ Health and safety issues
2. To act as the Governing Body's Staff Discipline and Dismissal Committees
3. To act as the Governing Body's Grievance Committee (Stage 2)

DELEGATED POWERS:

- To consider the dismissal of a member of the school staff and other personnel issues against which there is a right of appeal. The Committee will meet as three members for this purpose.
- To determine pay policy, budgetary performance criteria, virement (within limits) and income generation

In all other areas of the Committee's responsibilities the Committee will report to the full Governing Body, making recommendations whenever appropriate. Written minutes of every meeting of the Committee will be presented to the next meeting of

the Governing Body (unless the Committee meets within seven days of a full Governing Body meeting, when a verbal report may be given.)

THE REMIT OF THE RESOURCE MANAGEMENT COMMITTEE IN DETAIL

A. Finance

To consider and make recommendations to the Governing Body on:

- A **budget** for the year based on development priorities (eg School Development/Improvement Plan)
- **Financial advice** provided by the City Council and set down in the Finance Manual
- **Financial policy statements**, including long term planning and resourcing
- **Levels of financial delegation** and monitoring such delegated powers
- Policies on charging and remissions, debtors and **disposal of equipment**
- The awarding of contracts

To review and report to the Governing Body on:

- **Budget monitoring** (with the Headteacher) at least termly
- **Expenditure patterns**, ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making
- The auditing arrangements for school fund and other voluntary funds to ensure funds are properly audited
- LEA auditors' report on the School Budget

To act on behalf of the Governing Body in deciding on:

- A **performance criteria** to evaluate spending decisions and budgetary performance
- **Virement** of funds as delegated within the delegated limits (and to recommend to the Governing Body any virement above that figure)
- Activities to generate income (with the headteacher)

B. Personnel

To consider and make recommendations to the Governing Body on:

- The **staffing establishment and structure**, based on the Headteacher's recommendations, the school development plan and resources available
- **Personnel advice** provided by the City Council and set down in the Personnel Handbook
- Procedures for dealing with the **management of change**, including redundancy and redeployment
- Procedures for dealing with **staff issues**, including grievance, capability, suspension, discipline, dismissal and redundancy
- A **leave of absence** policy, including any delegation to the Chair or Headteacher

To review and report to the Governing Body on:

- Procedures for the management of change and **staff issues** as above
- The school's compliance with **statutory obligations** regarding employees
- Consultation procedures with **recognised trade unions**

To act on behalf of the Governing Body in determining:

- A **whole school pay policy** (in consultation with staff, and reviewed annual) including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service
- The **dismissal of a member of staff**. (The Committee will consist of three Governors for this purpose and will be known as the Staff Dismissal Committee)
- Any other decision concerning an **individual member of staff**, which is the responsibility of the Governing Body and against which the member of staff has a right of appeal (The Committee will consist of three Governors and will be known as the Staff Discipline Committee)

To act as a first committee in dealing with a grievance of a member of the school staff.

C. Premises

To consider and make recommendations to the Governing Body on:

- **Advice** provided by the City Council and set down in the Premises Manual
- A **statement of priorities** for the maintenance and development of the premises and grounds after inspection annually
- The **cost arrangements** for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- A **letting policy**

To review and report to the Governing Body on:

- The preparation and implementation of **contracts**
- The **letting policy** and charges
- The quality **of cleaning and grounds maintenance**

D. Health and Safety Issues

To consider and make recommendations to the Governing Body on:

- **Advice** received from the City Council or other bodies on Health and Safety matters, including advice set down in the Health and Safety Manual
- A **school Health and Safety Policy**, including risk assessment

To review and report to the Governing Body on:

- The school's compliance with **Health and Safety regulations**
- Reports and action following the termly **site safety inspection**.

QUALITY AND STANDARDS COMMITTEE

- TERMS OF REFERENCE

MEMBERSHIP

(Appointed by the full Governing Body)

(Non-governors may be co-opted on to the Committee and could have voting rights if the Governing Body so decided)

QUORUM:

3 (and a majority of those present must be governors)

CHAIR:

To be elected by voting members of the Committee at the first meeting of each school year (cannot be an employee at the school or a non-governor)

MEETINGS:

At least termly. Meetings to be called by the Chair of the Committee or the Headteacher

REMIT:

1. To provide guidance to the Headteacher and the Governing Body on matters relating to
 - ◆ School Development Plan
 - ◆ Curriculum
 - ◆ Quality of Teaching and Learning
 - ◆ Special Educational needs
 - ◆ Community Links
2. To act as the Governing Body's Pupil Discipline Committee, Staff Discipline Appeal Committee and Staff Dismissal Appeal Committee
3. To act as the Governing Body's Grievance Committee (Stage 3)

DELEGATED POWERS:

- To consider the exclusion of an individual pupil from the school. The Committee will consist of three Governors for this purpose.
- To hear and determine appeals by a member of staff against their dismissal or other personnel issue against which there is a right of appeal. The committee will consist of three Governors for this purpose
- To decide on target setting, assessment, recording and reporting and the naming of a Governor for Special Needs

In all other areas of the Committee's responsibilities the Committee will report to the full Governing Body, making recommendations whenever appropriate. Written minutes of every meeting of the Committee will be presented to the next meeting of the Governing Body (unless the Committee meets within seven days of a full Governing Body meeting, when a verbal report may be given.)

THE REMIT OF THE QUALITY AND STANDARDS COMMITTEE IN DETAIL

A. School Improvement/Development Plan

To consider and make recommendations to the Governing Body on:

- the **School Improvement/Development Plan**, ensuring that:
 - the staff are consulted
 - targets, priorities, implementation, monitoring and evaluation are included
 - the Plan relates to educational outcomes and the raising of standards
- **Action Plans** following an OFSTED inspection

B. Curriculum, Teaching and Learning

To consider and make recommendations to the Governing Body on:

- **School policies** on religious education and collective worship, moral, social and cultural awareness, sex education, discipline and behaviour and equal opportunities.

To review and report to the Governing Body on:

- **Standards and school effectiveness** through analysis of data and results, looking at pupils' work and visiting the school
- **Curriculum implementation** through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents and teachers
- The school's compliance with the **National Curriculum** and legal requirements.
- **Children's welfare** and social, cultural and spiritual development in the light of school curriculum policies

To act on behalf of the Governing Body in determining:

- Carrying out the Governors' responsibilities in relation to **target setting**, assessment, recording and reporting

C. Special Needs

To review and report to the Governing Body on:

- The school's policy and **practice for special needs**
- The time scale of reviews and procedures for **statements of pupils**

To act on behalf of the Governing Body on:

- Nominating a Governor for **Special Needs**

D. School Matters

To consider and make recommendations to the Governing Body on:

- The **school prospectus**
- The **Annual Report to Parents**
- A **complaints and compliments procedure**
- Policies for improving relationships between school and the **local community**
- Issues relating to admissions, the **school day**, etc.
- Appropriate **consultation documents**
- **Any other responsibilities** as appropriate and outlined in "School Governors – A Guide to the Law"

To review and report to the Governing Body on:

- The working of the **complaints and compliments procedure**

To act on behalf of the Governing Body in considering and determining appeals against decisions of the Governing Body about:

- The dismissal of a member of the school staff (Staff Dismissal Appeal Committee)
- Other personnel decisions against which a member of staff has a right of appeal (Staff Discipline Appeal Committee)
- Decisions regarding a grievance of a member of staff (Grievance Committee (Stage 3))
- To act on behalf of the Governing Body in considering the exclusion of an individual pupil from the school (Pupil Discipline Committee).

The committee to consist of three Governors for these appeal purposes.