

REMIT FOR PAY AND RESOURCES COMMITTEE
(Effective February 2019)

**The Committee has responsibility for Staffing, Finance, Pay,
Premises and Health & Safety.**

1) Membership:

The membership of the Committee will be such number as the governing body direct.

The Headteacher will be an automatic member. The Deputy Headteacher attends as an observer.

In establishing this committee the governing body should have regard to the availability of its members during the day and/or term-time for the recruitment and selection of staff.

The committee will elect from their number a chair and vice chair at the first meeting of each academic year – an employee of the school cannot serve as chair or vice-chair.

2) The committee will be clerked by the School Business Manager.

3) Quorum:

The quorum shall be three members of the Committee of which the Headteacher shall be one.

4) Meetings:

Meetings will be held during term time as required to carry out the functions of the committee. Where possible, one week's notice of the agenda must be given by the chair of the committee when convening a meeting.

5) Staffing:

The aims of the Committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.

Decisions taken by the committee must;

- be consistent with and seek to achieve the priorities identified within the School Development Plan;
- according with the Governing Body's Equality Scheme
- have regard to any budgetary constraints

- i. The Headteacher has delegated responsibility with support from the Governing Body for the appointment of all staff. In the case of Senior Management Team posts (Deputy Headteacher, Assistant Headteacher, School Business Manager) the appointment process would be undertaken in conjunction with an agreed working party drawn from the Governing Body.

For recruitment to existing posts within the staffing structure the involvement of the Governing Body would consist of a governor (with safer recruitment training) being part of the shortlisting, interview and decision making process. All other aspect of recruitment are delegated to the Headteacher.

- ii. The Committee will be responsible for implementing and reviewing the Governing Body's Discipline and Grievance Procedures and for their subsequent implementation and review. No fewer than three members of the governing body shall also act as the first committee in carrying out the governing body's disciplinary and grievance procedure. Any subsequent appeal within either of those procedures should be heard by a second or appeal committee whose membership must be different from and at least equal in number to that of the first committee i.e. no member of the first committee may serve on the second committee.
- iii. The Committee should also consider any requests for leave of absence which are in excess of the days which the Headteacher is authorised to approve (up to 5 days unpaid or up to 3 days for compassionate paid leave)
- iv. Should it be necessary for the Governing Body to consider the reduction of the staffing establishment at the school, by whatever means, the Committee will carry out any initial investigation with the head and submit their recommendations for the Governing Body to consider. The Committee will subsequently have delegated powers to carry out the necessary consultations with the L.A. and the recognised Trade Unions on behalf of the Governing Body, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.
- v. Any decisions made or action taken by the Committee shall be minuted and reported to the next meeting of the Governing Body.

6) Pay:

- i. The committee has fully delegated authority to develop, implement and administer the Pay Policy. The committee will, on an annual basis, approve any incremental progression for teaching staff. This will be based on evidence and advice from the Headteacher.
- ii. The committee will review, as required, the pay range for support staff, administrative staff and those on the leadership scale to ensure that pay ranges reflect responsibilities and are in-line with market rates.

7) Finance:

Function

Decisions taken by the Committee will be consistent with the main priorities identified within the School Development Plan and will be costed within the Budget Plan. The main function of the Finance and Premises Committee is to assist the Headteacher on the general financial management of the school which has been delegated to him by the Main Governing Body, subject to:

- a. The Committee will consider the financial out-turn figures for the previous financial year and will assist the Headteacher in drawing up and outline Budget Plan (subject to provision of the budget allocation by the LA);
- b. The Committee will receive, review and approve the provisional Budget Plan from the Headteacher during the early Summer Term. The budget will then be presented to the Main Governing Body for final approval;
- c. Following approval by the Main Governing Body, the Committee will submit the Budget Plan, Best Value Statement and Control Assurance Statement, signed by the Chairman of the Governors, to the LA by 30th June;
- d. The Committee will assist the Headteacher in monitoring the budget having regard to costed pupil numbers and will receive reports from the Headteacher termly as to the cumulative spend;
- e. The Committee will advise the Headteacher on measures to be taken to correct adverse variances as appropriate;
- f. The Headteacher will have delegated powers to authorise expenditure in line with the agreed budget not in excess of £10,000 (with the exception of residential visits and supply cover insurance) and to vire an amount of money not in excess of £5,000 between budget headings;
- g. The Committee will have delegated powers to authorise expenditure of an amount of money not in excess of £20,000;
- h. The Committee will have delegated powers to authorise the virement of an amount of money not in excess of £20,000 between budget headings;

- i. In cases where immediate expenditure becomes necessary to meet health and safety regulations, sub-committee consisting of the Head, Chair of Governors and Chair of Resources Committee may authorise spending of up to £20,000 without the need to convene a full Resources Committee meeting. All such instances shall be minuted and reported to the next Resources Committee meeting;
- j. All virement of funds between budget headings will be reported to the Main Governing Body

Health & Safety and Premises

The committee will have a sub-committee of at least 3 (including the Headteacher) with the responsibility for the scrutiny of Premises and Health & Safety matters.

Decisions

All decisions made or actions taken by the Headteacher will be reported to the Committee and noted within its minutes.

All decisions made or taken by the Committee, including endorsement of the Headteacher's decisions, will be minuted and reported to the next meeting of the Main Governing Body.

Appendix

Recruitment Process

Existing post within structure Teaching/Non-teaching.

1. Headteacher informs Chair of Governors of resignation.
2. Headteacher reviews Job Description / Person Specification of post.
3. Candidate pack produced with Job Description / Person Specification. Shortlisting, interview process and key dates agreed.
4. Post advertised on TMBC, internal bulletin and Greater Jobs Website & School Website.
5. Shortlisting undertaken with panel and 1 governor (Safer Recruitment Trained). In addition to the Headteacher, the Deputy Headteacher and relevant Key Stage lead would be part of the panel.
6. Invites sent to candidates including for Teaching / Teaching Assistant posts, lesson observations.
7. Lesson observations and interviews undertaken.
8. Panel decision.

New Posts not in structure (Except P/T temporary TA posts)

1. Resources Committee discuss and agree new post, including salary, pay scale and job description.
2. Candidate pack produced with Job Description / Person Specification. Shortlisting, interview process and key dates agreed.
3. Above process then undertaken

Senior Management Team Posts (HT/DHT/AHT/SBM)

1. Headteacher informs Chair of Governors
2. Resource Committee meet to agree salary, job description, person specification and recruitment process (including advertising).
3. The Resource Committee would agree a working party of at least 2 governors, excluding the Headteacher who would participate in the process. For Headteacher and Deputy Headteacher posts the Local Authority would also provide additional support and advice.

Note: All aspects will reflect Safer Recruitment practice, equality requirements.