

# Ben Jonson Primary School



## Resources Committee Terms of Reference

**Date reviewed:** November 2017

**Signed:** \_\_\_\_\_

**Date due for review:** November 2018

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## **RESOURCES COMMITTEE TERMS OF REFERENCE**

**Membership:** Membership of the committee shall be not less than three governors plus the Headteacher.

**Chair of Committee:** The chair and vice chair of the committee shall be elected annually at the first Resources Committee of the Autumn Term

**Quorum:** Three governors including the Headteacher.

**Frequency of Meetings:** At least one per term

### **Standing Orders:**

- The agenda and papers for the meeting shall be distributed at least seven days before the meeting.
- Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.
- Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Body.
- The minutes will include a summary of decisions taken and points for action.
- Minutes will be circulated with the papers of the next meeting of the Governing Body.

### **Declaration of Interests:**

- Where there is a conflict between the interests of any governor and the interests of the school that governor must declare the interest. He/she may be asked to withdraw from the relevant section of the meeting by the Chair. If the Chair's decision (to withdraw or to remain) is not accepted by members, the matter will be decided by vote of members excluding the member who has declared the interest.

**The responsibilities of the Resources Committee are divided into three principal areas, finance, premises and personnel. The terms of reference for each area are as follows:**

## Finance

### Budget

- The Committee will be consulted on all decisions or recommendations by the Governing Body or other Committees which have a significant budgetary consequence before any expenditure commitment is made.
- To present an annual budget, and surplus balance plan if required, to the Governing Body for approval which is consistent with the latest School Improvement Plan priorities.
- To establish annually a three year financial plan.
- To monitor income, expenditure and projected outturn against each budget heading at least once each term and to report significant variances from the anticipated position to the Governing Body.
- To make decisions in respect of service level agreements and contracts, including Insurance, and other financial matters in accordance with the Scheme of Delegation
- To receive quotations and approve expenditure between £10,001 and £20,000 in accordance with the Scheme of Delegation and Financial Procedures.
- Governing Body have agreed no virements to be made.
- To keep pupil numbers and other relevant data, such as free school meal numbers, under review to monitor the effect on future budgets.

### Policy and Procedures

- To ensure that adequately detailed information is provided to it to support its challenge of staff in relation to compliance with financial policies and procedures.
- To prepare and review financial policy, including consideration of long term planning and resourcing.
- To review annually and adopt the school's Financial Procedures, Scheme of Delegation and Asset Management and Loans Policy.
- To review annually the Charging Policy.

- To produce the annual Best Value Statement for approval by the Governing Body.
- **If requested**, to prepare a Lettings and Charges Policy for the approval of the Governing Body.
- To review the annual Statement of Internal Control to confirm whether financial controls are in place and to report findings to the Governing Body.
- To receive an annual report on the independent audit of assets and take necessary action if there are significant unexplained deficiencies.
- To receive an annual disposal record, and authorise disposal of items valued between £251 and £1,000 in accordance with the Asset Management Policy.
- To commission audit reports at least every three years; and report key findings and make recommendations to the Governing Body.
- To complete the annual SFVS return and report to the Governing Body on the self-assessment. In order to do this relevant policies and procedures must be reviewed by this committee regularly; including: Benchmarking, Skills Matrix, Business Continuity Plan, Whistle-Blowing Policy and Freedom of Information Policy.
- Ensure procedures are in place regarding the audit of the School Fund Accounts and present the audit annually to the Governing Body.

## **Premises**

- To annually review and approve the Health and Safety Policy and Fire Evacuation Procedure.
- To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
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- In consultation with the Headteacher, to oversee premises-related funding bids
- To ensure that governors' responsibilities are discharged in respect of the Environmental Protection Act 1990, including monitoring energy usage and recycling.

- Annually, in conjunction with the Headteacher, PFI representative and Premises Manager, to inspect the premises and grounds and consider where necessary preparing a statement of priorities for maintenance and development for the approval of the Governing Body.

## Personnel

- To oversee personnel management and obtain professional advice to manage compliance with relevant laws and regulations
- To have regard to national and local agreements on such matters as grievance/discipline.
- To review and determine the staffing structure annually in consultation with the Headteacher in the context of the School Improvement Plan.
- To review annually the pay policy for the school and recommend to the Governing Body for adoption. (The policy must be consistent with statutory requirements, national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations).
- To establish and regularly review all policies that relate to staffing matters; these are:
  - Appraisal
  - Bullying and Harassment
  - Capability Procedures
  - Equality
  - Grievance
  - Pay policy
  - Safer Recruitment and Selection
  - Code of Conduct
  - Sickness Procedure
  - Special Leave
  - Staff Reductions Procedure
- To oversee any process leading to staff increases or reductions.
- To receive and respond to regular reports on staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To receive and decide on recommendations from the Head Teacher on personnel related expenditure.

- To participate as individuals so far as practicable in selection panels for appointments.
- To monitor whether all staff employed by the school are covered by appropriate line management and appraisal procedures.
- To determine and monitor recruitment and selection procedures.
- To form a Pay Sub-Committee as required: (Appendix 1)
- To ensure that the Headteacher's annual appraisal review is carried out by the Panel and that objectives are reviewed and agreed within prescribed time limits.(Appendix 2)

### [Appendix 1](#)

#### **Pay Sub Committee Terms of Reference**

1. The Committee shall consist of three or more governors drawn only from those members of the Resources Committee not employed at the school, other than the Headteacher.
2. The Committee shall not be quorate unless three members of the Committee are present.
3. Considering pay/grading issues – including pay progression, pay discretion and pay relativity.
4. Carrying out an annual review of staff salaries and checking teaching staff are given a salary assessment statement on or before 31 October each year.
5. Acting on the Governing Body's behalf in implementing the Pay Policy.
6. Implementing the provisions of the School Teacher's Pay and Conditions Document (STPCD) and associated regulations including induction
7. Receiving recommendations from the members of the Headteacher's Appraisal Panel (having consulted the Chair of Governors if s/he is not a member of the panel) about the salary of the Headteacher.
8. Recording/minuting salary decisions clearly and reporting back promptly and in reasonable detail to the Governing Body.
9. Considering advice from LA, advisors and staff on relevant personnel and pay developments and advising the Governing Body when the Pay Policy might need to be revised.

### **Functions Delegated to Headteacher**

10. Setting appraisal objectives for the Deputy and Assistant Headteachers (to be reported to the Pay Committee) and carrying out an annual appraisal review for the Deputy Headteachers as required.
11. Drafting and reviewing job descriptions for both teaching and support staff.

### **Functions Retained by the Governing Body**

12. Any extension to the individual school range (ISR) for the Headteacher and Deputy Headteacher.
13. Approval of the Pay Policy.

## [Appendix 2](#)

### **Headteacher's Appraisal Review Panel Terms of Reference**

**Membership:** Membership of the committee shall be three Governors from the Resources Committee.

**Disqualification:** The Headteacher and Staff Governors

**Chair of Committee:** Appointed by the Resources Committee Members

**Quorum:** Two Governors

**Frequency of Meetings:** As required, but at least twice per year.

1. To arrange to meet with the External Adviser to discuss the Headteacher's appraisal targets
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
3. To monitor through the year the performance of the Headteacher against the targets
4. To make recommendations to the Pay Sub-Committee in respect of awards for the successful meeting of targets set, who will in turn report to the Governing Body on the Headteacher's Salary, and the Individual School Range.