

ST GEORGE'S HANOVER SQUARE CE PRIMARY SCHOOL

Resources Committee - Terms of Reference – October 2019 – to be reviewed annually.

Objectives: The Resources Committee exists to examine the content, implementation and impact of the school's financial premises and human resources provision on the quality of teaching and learning, pupil achievement and pupils' personal development and well-being and to make recommendations to the Governing Body.

Membership: The Committee shall, in addition to the Headteacher, consist of four governors drawn from and appointed by the Governing Body ("GB").

Quorum: The quorum shall be three, at least one of whom shall be the Headteacher or her representative.

Meetings: The Committee shall meet once per term though not necessarily in the first half term of the academic year. The meetings will be chaired and clerked. The agenda will be drawn up by the Headteacher in conjunction with the chair of the committee. The Headteacher will be responsible, via the clerk, for circulating the agenda and relevant papers. These will be received by the committee seven days before the next committee meeting. The minutes will go to the Headteacher and chair of the committee for approval, then to the clerk of the governing body to enable circulation to all governors seven days prior to the next meeting of the full governing body.

Detailed Terms of Reference

1. The Committee shall advise the GB in relation to its statutory obligations in relation to the School's finances and premises and HR matters.

Premises

2. To monitor the condition of the school premises and determine priorities for repairs and maintenance of the premises and playground taking into account the Governors' liabilities and advice from the Diocesan Board, the LA and consultants and to monitor maintenance and repairs liaising with the Diocesan Board, LA and the Resources Committee as appropriate. To inform the Governing Body of any repairs or cleaning of premises which need to be provided for within the budget, in order to comply with health and safety.
3. To ensure an overall Asset Management plan and an accessibility plan for the school premises is in place, including a manual for maintenance and a capital development plan, giving regard to the LA condition, space and suitability survey, consultants' surveys on maintenance requirements, annual inspections of electrical installations, risk assessments etc. to improve the school premises for better teaching and play. To monitor and report to the Governors any significant changes to the Asset Management plan.
4. To formulate with the Headteacher any bid for capital building works in liaison with the school's consultants and the Diocesan Board.
5. To ensure that risk assessments are carried out regularly and to keep the health and safety policy, including security arrangements, under review and recommend any amendments to the Governing Body for approval.
6. To receive regular reports on fire drills, accidents, and dangerous occurrences and to ensure compliance with any statutory directive given by the LA in relation to health and safety and the Governing Body's health and safety policy.

7. To ensure a summary of the school's security policy and any actions taken during the year to improve the security arrangements, are updated for inclusion in the School Profile.
8. To make recommendations to the Governing Body with regard to service agreements for items such as grounds maintenance, school cleaning etc., and to monitor such agreements liaising with the Diocesan Authority and LA as appropriate.
9. To make reasonable efforts to achieve energy conservation.
10. To review, the school's policy for use of the school premises by outside users and the scale of charges for school lettings, and to submit any amendments to the Governing Body for approval.
11. To ensure the school has appropriate building insurance and personal liability insurance.
12. To contribute to local authority asset management planning arrangements.

Human Resources

13. To participate in recruitment activities, Head of School and Deputy/Assistant Headteacher appointments.
14. The Committee shall advise the GB in relation to its statutory obligations (except discipline or grievance) in relation to the school's human resources, personal development & well-being matters.
15. To keep under review staffing policies relating to pay and conditions of employment (including contracts), performance management and staff development, and make recommendations to the GB for approval.
16. To review and approve the staffing complement and staffing structure (both teaching and support) proposed by the Headteacher, taking into account affordability and needs.
17. To determine and monitor the appointments procedure on behalf of the GB.
18. To be informed of the School's Continuing Professional Development ("CPD") strategy each year and ensure that staff training is taking place in line with school improvement priorities.
19. To determine any matters referred to the Committee regarding staffing matters in accordance with the procedures adopted by the GB.
20. To review and determine the levels of pay for all teaching staff each year. This must be within the approved budget and in accordance with the current School Teachers' Pay and Conditions Document.
21. To establish and review a pay policy.
22. To review and determine the levels of pay for all support staff each year. This must be within the approved budget and in accordance with the appropriate bodies, including any local agreements.
23. To nominate a pay scale sub-committee, made up of three governors, minimum quorum of two governors, to assess applications for Teaching and Learning Responsibilities ("TLR") and Upper Pay Scale ("UPS") points, and make recommendations to the GB.
- 23a. To nominate a pay scale appeals sub-committee, made up of three governors (not including any governor on the pay scale sub-committee), minimum quorum of two governors, to consider appeals.

24. To nominate from among their number two or three governors, other than the Headteacher, (and, if three, then two must be foundation governors) to carry out the Headteacher's performance management review, including setting targets in conjunction with an accredited external adviser.
25. To ensure that the necessary arrangements are in place for the performance management of all staff in the school and that an up-to-date job description is available for each member of staff at the start of his/her performance management cycle.
26. To receive regular updates from the Headteacher on the implementation of performance management; discussions take place in the Autumn and Spring terms.
27. To establish and review disciplinary/capability, redundancy and staff absence policies and procedures.

Finance

28. To discuss in detail the school budget and its implementation and to present conclusions to the Governing Body for approval.
29. Consider the financial implications of the School Improvement Plan ("SIP") in consultation with the Headteacher, prior to the SIP's submission to the GB, and the School's longer term financial planning and resourcing.
30. To review the annual pay policy.
31. Review the annual budget proposed by the Headteacher prior to its submission to the GB for approval, taking into account the School's priorities in the SIP and any guidelines set by the GB.
32. Provide guidance and assistance to the Headteacher and the GB on any financial matters relating to their responsibilities, including insurance, banking arrangements, purchase of support services, property matters, letting policy etc.
33. Monitor the School's expenditure compared to the annual budget; provide termly reports to the GB; and carry out a mid-year review in October and, if necessary, revise the budget in response to the first six month's results.
34. Receive the Headteacher's report on proposals for virement between the main budget headings and expenditure made at the Headteacher's discretion.
35. Authorise signatories for the School's accounts as follows: all cheques or instructions shall require two signatures, those of a member of the Senior Management Team ("SMT") and/or the School Business Manager and/or the Headteacher. Any single item of expenditure over £10,000 must have the prior approval of the Committee.
36. Consider the financial implications of any recommendation from other committees (especially School Improvement), working parties, school council, as appropriate.
37. Keep under review the financial procedures and controls and ensure that any requirements of Westminster Children, Schools and Families ("WSF") in connection with the School's budget share are met.
38. Receive reports from the Headteacher or her delegate, giving details of delegated expenditure.
39. Consider, review and award contracts on behalf of the GB within the approved budget.
40. Ensure that appropriate records are kept of the Governors' Fund or other such fund (if any) and an annual statement of fund movements is presented to the GB.

41. Review external audited accounts and audit reports and forward to the GB with any recommendations.
42. Consider any other financial matters referred to the Committee by the GB.
43. Oversee maintenance of the Register of Governor Business Interests.
44. Ensure principles of best value are followed.

45. Provide agenda, minutes and papers of the Resources Committee meetings and verbally report to the next full meeting of the Governing Body.
46. Consider any other financial matters referred to the Committee by the GB.
47. Review the terms of reference annually and recommend any changes to the GB prior to the annual Review of Committees.
48. Review applicable sections of the SEF and review relevant sections of the SIP.

Agreed by the Governing Body on

Signed Date

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Chair of Governors.