

## **RESOURCES COMMITTEE (RC) - TERMS OF REFERENCE**

### **INTRODUCTION**

The Committee is formed under Part 3, Regulation 16 and Part 4, Regulation 20 of the School Governance (Procedures) (England) Regulations. The Committee only has certain powers delegated to it and specifically cannot have delegated to it those functions described in Part 3, Regulation 17.

The purpose of the Committee is to carry out duties and responsibilities relating to, and including, finance, staffing, appointments, parents, community and public relations. The Committee will consult the Headteacher on financial and budgetary matters and make recommendations to the Governing Board, and will assist in administering the annual budgetary process in accordance with the financial policy determined by the governors. The Committee will be responsible for reporting to the Governing Board about the finances of the school, and will consider such financial issues as may from time to time be requested by the Governing Board, such as the lettings, outdoor visits and charging & remissions policies.

### **RESPONSIBILITIES**

The Committee shall have power granted it by the full Governing Board to act on behalf of the full Governing Board and make decisions on behalf of the full Governing Board in order to monitor and evaluate student progression and experience. In addition:

#### **Finance**

Specifically with regard to Finance, the Committee will:

1. Provide information and guidance to the Governing Board on all financial matters alongside the SFVS Cycle.
2. Prepare and review statements of financial policy (short and long term) for the Governing Board's consideration, including sponsorship and commercial involvement.
3. Prepare, for the approval by the Governing Board, a draft budget for Local Authority delegated funds, and any other income or carry-forward sums.
4. Monitor the budget using information provided by the Headteacher and the School Finance Officer, ensuring that spending remains within the limits prescribed by the Governing Board.
5. Report the financial situation to the Governing Board each term, identifying options and making recommendations where opportunities or issues arise.
6. Propose for consideration and ratification by the Governing Board an appropriate level of delegation to the Headteacher for the day-to-day financial management of the school.
7. Ensure all non-public funds are audited and the results are presented to the Governing Board.
8. Prepare for Governing Board approval a pay policy which meets the requirements of the Local Authority and statutory obligations.
9. Consider the suitability of any Performance Management Policy before consideration by the Governing Board.
10. Ensure the principles of best value are applied to services purchased with delegated funds.
11. Respond where appropriate to County Treasurer audit report recommendations on behalf of the Governing Board.
12. Monitor income and expenditure for all public funds for which the school is responsible, reporting as necessary to the Governing Board.
13. Hold regular formal Committee meetings with an Agenda and Minutes.
14. Review and maintain the following policies:
  - Lettings
  - Financial Procedures
  - Charging
  - DBS
  - DCC Schools Scheme of Financial Management (Every 2 years)
  - DCC Financial and Admin Regulations (Every 2 years)
  - DCC Standing Orders on Contracts (Every 2 years).

Specifically for the 2017/2018 Financial Year:

The Headteacher is allowed to spend up to £500 for an item which is not in the budget without prior agreement of this Committee - and therefore the Governing Board. In exceptional circumstances, particularly urgent Health and Safety issues, the Headteacher may seek authority to spend monies through the Chair of the Resources Committee. All such items are subsequently to be ratified by the Resources Committee, and then reported through it to the Governing Board.

The Governing Board authorises the Resources Committee to approve virements for action, referring these to the next Full Governing Board meeting.

## **Staffing**

Specifically the with regard to Staffing, the Committee will:

1. Review procedures for dealing with capability, discipline and grievances and ensure that the staff are informed of them.
2. Draft and review criteria for redundancy, in consultation with staff and Local Authority, for approval by the Governing Board.
3. Review, after consultation, policies on:
  - Attendance Management - pupils
  - Attendance Management - staff
  - Capability
  - Code of Conduct
  - Complaints
  - Confidentiality
  - Data Protection – Freedom of Information
  - Dealing with allegations of abuse against staff
  - Disciplinary Procedures
  - Disability Equality
  - Equal Opportunities in employment
  - Grievance Policy and Procedure
  - Induction of Governors
  - Safeguarding.
  - Pay – Non Teaching and Teaching staff
  - Performance and Development Review Policy and Guidance - Support Staff in Schools.
  - Performance Management
  - Physical contact and use of reasonable force in restraining pupils
  - Recruitment
  - Redundancy Policy and Procedure
  - Stress Management
  - Whistle-blowing Policy
4. Receive an annual Continued Professional Development report from the Headteacher.
5. Receive an annual Performance Management report from the Headteacher.
6. Be available for Governing Board panels, eg complaints/exclusions/staff discipline.

## **Premises**

Specifically the with regard to Premises, the Committee will:

1. Provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
2. Agree with the Headteacher a proposed order of priorities for maintenance and development, including capital projects.

3. Prepare, implement, monitor and evaluate a Health and Safety policy in line with Health and Safety legislation on behalf of the Governing Board, reporting back to it.
4. Ensure that the Governing Board's responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
5. Ensure that the Governing Board's responsibilities are discharged regarding safe use of the school car park, and safe traffic access on to the school site.
6. Prepare a lettings policy, with reference to Health and Safety, for the approval of the Governing Board and oversee the implementation of that policy.
7. Consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other matters relating to the premises as required.
8. Prepare, implement, monitor and evaluate the school's security policy, taking recommendations from the Head.
9. Monitor energy and water conservation.
10. Health and Safety responsible governors to attend relevant training.
11. Seek advice from the Local Authority, as and when appropriate.
12. Policies: in summary, review and maintain the following:
  - Health and Safety Policy
  - Lettings Policy
  - Risk Assessments
  - Security

### **Staff Appointments**

Specifically with regard to Staff Appointments, the Committee will:

1. Support the Headteacher in appointing staff with the following delegation:
  - Job descriptions, person specifications, job advertising and short-listing are delegated to the Headteacher for all posts, except the Headteacher and Teaching Posts.
  - For the posts of Headteacher and other teaching posts, a selection panel will be formed by the Governing Board.
  - Governors will be involved in interviews and selection for all teaching posts (whether permanent or temporary).
  - Interview and selection of non-teaching staff is delegated to the Headteacher.

### **Headteacher**

Specifically with regard to the Headteacher, the Committee will:

1. Be responsible for the Performance Management of the Headteacher. Members of staff cannot be part of the Performance Management of the Headteacher.
2. Work with the Chair of Governors to conduct the Headteacher's Performance Management.
3. Minutes of these meetings are confidential to the Resources Committee.

### **Parents, Community and Public Relations**

Specifically with regard to Parents, Community and Public Relations, the Committee will:

1. Consider consultations about admissions arrangements offered by the Local Authority or other local schools, making recommendations to the Governing Board.
2. Assist the Headteacher in promoting good relationships with parents and the community, including the involvement of local business and industry.
3. Review from time to time the requirement for a publicity and marketing policy.

### **Liaison**

Specifically the with regard to Liaison, the Committee will:

1. Liaise with the Headteacher, other Committees, the Governing Board and others as necessary and appropriate.
2. Liaise with the Governing Board Clerk to ensure that a New Governors' Induction Policy is in place; and appoint Mentor Governors when required.

## **MEMBERSHIP**

### **Membership, Quorum and Meetings.**

**Clerk:** Catherine Dunkley-Jones

**Quorum.** A quorum of three members of the Committee is required at each meeting, of which the majority are not employed by the school. Voting may not take place unless a quorum of governor members of the Committee entitled to vote is present at the meeting.

**Disqualification.** Any relevant person employed to work at the school, other than as the Headteacher, when the subject consideration is the performance and review of any other person employed to work at the School.

**Meetings.** The Committee shall meet at least once a term but may meet more frequently as necessary. Seven clear days' notice must be given of a meeting; however shorter notice may be given provided that all persons entitled to attend and vote at the meeting agree to such short notice.

**Reporting.** The Committee shall present a report of its activity to the Full Governing Board at the next Governing Board meeting each term, to include:

- All decisions taken under delegated powers.
- An update on the significant financial, staffing or premises issues.

**Review Arrangement.** Terms of Reference and Committee Members will be reviewed annually in the summer term and approved at the first Full Governing Board meeting of the Academic Year.

**Training.** Governors should attend training relevant to their specific responsibilities.

## **PROCEEDINGS OF THE COMMITTEE**

1. The Clerk will circulate an agenda and any other papers not less than 7 days before the date of the meeting.
2. The Chair of the Committee will be selected from amongst the governor members of the Resources Committee at their first full meeting of the academic year. When the Chair is absent, the governor members of the Committee will select from among themselves a governor to act as Chair for the meeting.
3. The Committee will keep Minutes of its proceedings, which will be taken by the clerk to the Committee and entered into the Minutes of the Committee. If no Clerk is available, the Committee may select one of its number to make a record of the meeting.
4. Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present, he/she must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.

Reviewed September 2022