

## **COMMITTEE FRAMEWORK**

### **HIGH ERCALL PRIMARY SCHOOL**

#### Terms of reference for the Resources committee

##### **General Terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

##### **Membership**

- Membership – the membership of this committee will be: **a minimum of six**
- Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.
- Except for any ex officio members, members will be appointed annually at the autumn term meeting of the governing body.
- Should a vacancy arise, as successor will be appointed by the governing body at the next meeting and members so appointed will serve until the next annual review.
- The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership.

##### **Meetings**

- The Governing body is free to determine how often the committee meets and may delegate this to the committee. The committee should meet at least once a term.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- Meetings of the committee will be convened by the Headteacher and seven days notice will be given with an explanation of the purpose of the meeting. The chair of the committee may agree shorter notice as necessary on occasions.
- When necessary, the full committee may decide to form a sub-committee to evaluate an aspect of the TOR in further detail and report back.
- The committee will meet annually to review its: establishment, constitution, membership and terms of reference. It will report its recommendations to the autumn term meeting of the governing body to assist the governing body in carrying out its statutorily required annual review of committees.

## Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy and a lettings policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the School/Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School/Academy Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

## Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees as a full governing body and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Local authority maintained schools:
  - To review, complete and submit the School Financial Value Standard (SFVS).
  - To undertake any remedial action identified as part of the SFVS.
  - To receive and act upon any issues identified by a local authority audit.
  - To ensure that the school fund accounts are audited each year so that they can be presented to parents and so that the chair of governors can sign the 'Certificate of Presentation of Audited School Fund Accounts' at the appropriate governing body meeting
  - To prepare any other statements of school accounts as may be required.

## Premises including Health and Safety

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues, including the effective management of asbestos.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
  - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*

- To create a project committee where necessary to oversee any major developments - for the safe management, co-ordination, progress and successful completion of any self-help projects approved by the governing body.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To recommend to the governing body a school security policy which addresses the security of pupils and staff as well as the protection of buildings and property. To ensure that this is reviewed regularly and reported to the governing body with recommendations where appropriate.
- Through the head, to undertake the annual health and safety audit and to report to the governing body including recommended priorities for action.
- With the head draft a documented emergency plan for the school for approval by the governing body.
- To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.
- To monitor the recording of racist incidents, to make recommendations to the governing body and to submit a report each year on such incidents to the autumn term meeting of the governing body.

## Personnel

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To determine requests for discretionary leave of absence outside those provided for in the locally adopted policy where this responsibility has not been delegated to the headteacher.
- To deal with any other personnel matters which the governing body may refer from time to time except those which are the specific responsibility of a separate committee.
- To continually keep under review leadership development within the management structure of the school to ensure that the appropriate opportunities for CPD are available and encouraged.

## Salaries

- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To determine, in accordance with the governing body's pay policy, the teachers' pay and conditions document and any other relevant advice issued, the salaries of teaching staff including those of the headteacher and deputy headteacher.
- To determine, in accordance with the governing body's pay policy, any appropriate regulations and any other relevant advice, the salaries and gradings of support staff.
- To determine the extent of any movement on the pay spine for the headteacher.
- To determine, when and where necessary, the group size for the school and to determine, when and where necessary, the individual school range for the school.
- To deal with any other salary or grading matters that may be referred to the committee.

### Footnote for salaries:

- The law prohibits staff governors from being part of any discussions (and from voting) about the pay or performance appraisal of any individual member of staff.
- Headteachers are not allowed to be present or vote when their own pay or performance is under discussion.
- It is advised that the committee membership is kept to three.