



Harrington Hill Governing Board

RESOURCES COMMITTEE

Terms of Reference - October 2018

1. The committee shall have full delegated powers.
2. Membership shall consist of:
 - At least three governors (other than the head teacher);
 - The head teacher or deputy head teacher;
 - The business manager;
 - Such other co-opted members as may be appropriate from time to time.
3. The quorum shall be three governors, head/deputy head teacher and business manager.
 - The committee shall determine whether to give voting rights to co-opted members.
4. The committee shall appoint a Chair and Vice Chair at the end of the last meeting of each academic year, to take up post at the first meeting of the following academic year.
5. The committee shall normally meet at least once termly, with further meetings scheduled as necessary, particularly around budget-setting and recruitment periods.
6. The committee shall have all duties normally associated with Governing Board Committees that manage finance, personnel, premises and health and safety matters in particular the following responsibilities are delegated to this committee:

Financial planning and monitoring

- 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.
- To draft and propose to the governing board for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, receiving termly budget monitoring reports from the headteacher, and reporting back to each meeting of the full governing body, alerting them of any problems or significant anomalies at an early date.
- To make interim decisions on expenditure, except in cases where that authority has been devolved by policy from the Chair of the Governing Board to the head teacher.
- To review, complete and submit the School Financial Value Standard (SFVS), and 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 deal with any resourcing issues arising from the HHAG.

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 review annually the school's staffing complement and deployment and to agree any new staffing structures the head teacher might put forward to meet the needs 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 establish a Pay Policy for all categories of staff and be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing board 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.

Pay and performance

- To review and monitor the impact of the school's ethos and mission statements
- To review changes to policies that have a significant impact and can change on a regular basis. E.g Pay and Appraisal Policies
- To review and agree Pay increases as recommended by the Headteacher.
- To reviewing and agree the Headteacher's performance appraisal

Premises/Health & Safety

- To provide support and guidance for the governing board and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To audit and review the use of premises, grounds and equipment/furniture to ensure they match school development priorities, and to propose an order of priorities for maintenance and development, for the approval of the governing board
- To ensure school-keeping, cleaning, grounds maintenance and security arrangements are in place and working, and review periodically.
- To ensure the school complies with standards for health and safety on school premises; to consider periodic health and safety reports; to review policy and practices.
- To ensure the asset register is kept up to date.
- To create a project committee where necessary for overseeing any major developments

General

- To ensure all related school policies are agreed, implemented, monitored and reviewed as appropriate.



- To draw on reports from relevant Partner Governors to inform the School Self Evaluation and School Development Plan.
- To maintain a strategic approach to school development planning, to consider and recommend development priorities to the Governing Board and to monitor and evaluate progress on those priorities.
- To take to the full Governing Board any matters requiring its attention and/or agreement.

7. In emergencies the head teacher and Committee Chair may act on behalf of the committee.

Adopted on: 2 October 2018