

RESOURCES COMMITTEE

Terms of Reference

Membership - At least 4, preferably 6, governors as members to be appointed at first Full Governors meeting of the academic year and at other full meetings as required.

The Chair is to be elected by the Full Governing Body at the first meeting of the academic year by show of hands unless one or more committee members request a secret ballot.

The Clerk to the Governors will be responsible for convening meetings, issuing agendas and compiling minutes. The administrative rules for meetings are to be the same as for Full Governor meetings.

The Committee may have in addition such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of the Committee at any time.

Quorum – Three members of the committee will form a quorum.

Reporting – The minutes of committee meetings will be distributed ahead of the next Full Governors meeting.

Meetings - The Committee shall meet at least once per term or otherwise as required.

Delegation – The committee has an advisory and monitoring function. It has no separate delegated authority other than that granted by the Full Governing Body for specific issues or projects i.e. any policies directed to the Committee can be approved by the Committee for note only by the Gov Body. (See minutes from 26 February 2020 minute 30).

The committee agree that all governors will be trusted to declare any personal interest in agenda items for committee meetings and full governor meetings and therefore this will not be an agenda item.

Duties & Responsibilities

Premises

1. To ensure that as far as possible within budgetary allowance, the fabric of the school building and grounds are properly maintained
2. To plan for future improvements and alterations to the school buildings and to ensure optimum use of premises and capital resources, in consultation with the Full Governing Body and others
3. To monitor the progress of maintenance and improvement projects
4. To ensure high standards of cleanliness and routine maintenance throughout the school premises
5. To establish and keep under review any major capital projects
6. To establish and keep under review an Accessibility plan

Health and Safety

1. To ensure compliance with statutory requirements, LA directives and the school Health and Safety Policy to provide a safe environment for pupils, staff and visitors
2. To review and monitor the work of the designated health and safety governor

GDPR

1. To ensure compliance with statutory requirements, LA directives and the school's GDPR Policy

Security

1. To ensure as far as reasonably possible that the school is secure from unauthorized access

Insurance

1. To ensure that the school is appropriately insured

Lettings

1. To oversee arrangements for the use of school premises by outside users

Finance

1. Work with the School bursary service and the school management team to draw up a budget of the school finances for the approval of the Full Governing Body
2. To regularly monitor the school finances and to take action or make recommendations as appropriate to ensure as far as possible that budget forecasts are achieved
3. To review financial policy statements, including consideration of long term planning and resources, for approval of the Governing Body
4. To review the level of delegation to the Head teacher of the day-to-day financial management of the school budget
5. To ensure that all financial transactions are conducted in accordance with good practice as directed by the County Council
6. To ensure that best value is achieved in financial transactions
7. To receive, and where appropriate, respond to periodic audit reports of public funds
8. To ensure that non-public funds (e.g. school private funds) are audited annually and that a certificate of audit is presented to the Governing Body
9. To make decisions on expenditure following recommendations from other committees

Staffing/Personnel

1. To draft and keep under review the staffing structure in consultation with the Head teacher and make recommendations on personnel.
2. To be aware of the strategic planning of the school
3. To establish and review a Performance Management policy for all staff
4. To oversee the process leading to staff reductions
5. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
6. Ensure school is capable of monitoring, supporting and assessing Early Career Teachers ECTs
7. Seek support from the HR provider as deemed necessary

8. To ensure a pay committee is convened of at least any three governors of the FGB to receive an annual Head's report on the operation of teachers' appraisal, effectiveness of appraisal procedures and training and development needs of staff

Pay

1. Ensure that the annual pay review complies with the Annual School Teacher Pay & Conditions document.
2. Ensure that the application of the pay policy is consistent with the School Learning Development Plan; the school's aims and priorities and is sustainable in the longer term, financially
3. To ensure that a pay committee is convened to review the pay of each teacher on an annual basis at the end of the performance management cycle
4. To consider any appeal against a decision on pay grading or pay awards – appeal members must not have been involved in the initial review
5. To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body
6. To recommend to the governing body the annual budget needed for pay.
7. To ensure the performance management of the head takes place

Head Teacher's Performance Review

At least 2 governors including the Chair of Governors are to form the Head's Performance Review group to:

1. Meet with the external consultant to discuss the Headteacher's performance targets
2. Decide, with the support of an external assessor, whether the targets have been met and to set new targets annually
3. Monitor through the year the performance of the Headteacher against the targets
4. Make recommendations to this Committee in respect of awards for the successful meeting of targets set

Disqualification

The Head teacher, if he/she has chosen not to be a Governor, cannot be counted for a quorum and cannot vote.

Any relevant person employed to work at the school other than as the head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Terms of Reference reviewed by Cttee in Oct 2022 and adopted by the Governing Body 2 March 2023

Signed

Chair of Governors



Committee Members

Name		Date Appointed
Dan Hinton	Head	April 2017
Andy Cannan	Chair	6 th March 2015
Alan Whitmore		19 th September 2017
Lucy Griffin		20 October 2020
Ian Chapman		16 March 2021
Jon Owen- Non Voting Associate Member	Business Manager	26 th June 2018