

## **Resources Committee – Terms of Reference**

The terms of reference will be agreed annually by the Board of Governors and are subject to the School Governance (Procedures) (England) Regulations 2003 and Cambridgeshire County Council Financial regulations for schools.

### **Purpose statement**

Decisions taken by the committee must be led by priorities identified within the Single Plan, which should be costed within the Budget Plan. The main function of the Resources Committee will be to advise and work with the Headteachers to seek the best use of the school's resources to promote the best educational outcomes for children

The committee will oversee long-term financial planning, premises maintenance and personnel management in the context of the Single Plan and the policies and objectives of the school. Decisions taken by the committee will be made with regard to current legislation and safeguarding responsibilities.

## **1. FINANCE**

### **1.1 FINANCE POLICIES**

#### **General**

|  |   |
|--|---|
| Accessibility Plan                                   | Review<br>3 year plan reviewed annually |
| Charging policy                                      | Annual                                  |
| Complaints Guide and Procedure                       |   |
| Critical Incidents Plan                              |   |
| Debt Management policy                               |   |
| Equality and Diversity                               |   |
| Governor expenses policy                             | Annual                                  |
| Instrumental Tuition policy                          |   |
| Lettings policy (inc Lettings Agreement and charges) |   |

#### **Internal Procedures and Policies**

|   |                               |
|---|-------------------------------|
| Anti-Fraud and Corruption                     | Review<br>All Annual for SFVS |
| Best Value Statement                          |                               |
| Contract Regulations                          |                               |
| Corporate Requirements Framework for schools. |                               |
| Financial Procedures                          |                               |
| Financial Regulations                         |                               |
| Financial Scheme of Delegation                |                               |
| Process for registering pecuniary interests   |                               |
| Statement of Internal Control                 |                               |

### **1.2. FINANCE DUTIES**

1. In consultation with the Headteachers, to draft the first formal budget plan of the financial year to deliver the priorities in the termly operational plan (TOP)
2. To regularly monitor performance against the set priorities of the TOP, including any corrective action being taken.
3. To review the allocation of any targeted funding to improve learning such as pupil premium

## **PETERSFIELD CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL, ORWELL.**

4. To ensure the reporting of the allocation of pupil premium funding and its impact is reported on the school website
5. To consider a budget position statement including virement decisions at least termly.
6. To report to the governing body on the budget position, on any virement decisions and on significant anomalies from the anticipated position.
7. To monitor the Puffins out of hours club budget and notify the Governing Body if problems occur.
8. To give an annual report of income and expenditure including carry forward/overspend to the Governing Body.
9. To ensure the school's finances are managed in accordance with the requirements of the Schools Financial Value Standards and to annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority
10. To ensure a register of pecuniary and business interests for governors and finance staff is kept and is open to inspection.
11. As part of the delegation for the day to day financial management of the school the Headteachers will have delegated powers to authorise expenditure not in excess of £3,000 and authorise virement of an amount of money not in excess of £3,000.
12. The Resources Committee will have delegated powers to authorise expenditure not in excess of £5,000 and authorise virement of an amount of money not in excess of £5,000
13. To ensure that the school operates within the Financial Regulations of the local authority
14. To monitor expenditure of all voluntary funds kept on behalf of the governing body
15. To annually review charges and remissions policies and expenses policies
16. To make decisions in respect of service agreements
17. To monitor pupil numbers, actual and projected, in respect of strategic financial planning.
18. To monitor spending projections for years beyond the current year and link this to the TOP.
19. To ensure key financial decisions are properly recorded in the minutes.

## **2. PERSONNEL**

### **2.1 PERSONNEL POLICIES**

#### **Policies based on EPM Model Policies**

Allegations against staff  
Anti-Bullying and Harassment (staff)  
Appraising Teacher Performance (Statutory Policy)  
Capability Policy & Procedures  
Code of Conduct - Safer Care  
DBS ex-offenders Policy statement (Statutory Policy)  
Disciplinary Rules for all Employees  
Equality & Diversity for Staff  
Flexible Working  
Grievance Procedure  
Management of Sickness Absence  
Maternity & Parental Leave- Cover sheet & 3 parts  
Misconduct - all except HT - inc disciplinary rules  
Misconduct – HT only - inc disciplinary rules  
Pay Policy (Statutory Policy)  
Performance Management for support staff  
Personal Information Employees  
Personal Information Non employees  
Persistent Complaints  
Public sector equality scheme (Statutory Policy)  
Recruitment policy  
Redundancy Policy and Procedures  
Special Leave of Absence

# **PETERSFIELD CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL, ORWELL.**

Staff Development  
Staff Induction  
Stress Management  
Support Staff Probation Procedure  
Time off for training  
Trade union membership  
Whistleblowing policy & procedure

## **Petersfield Staff /Visitor Operational policies**

Cover for Teacher Absence  
Employment  
PPA Policy  
Smoke Free  
Volunteer Helper  
Governor Induction  
Governor Visits  
Governor Code of Practice  
Complaints - Guide and Procedure - LA model

## **2.2. PERSONNEL DUTIES**

1. To review the staffing structure in consultation with the Headteachers so it is effective in delivering the priorities in the TOP and improving the learning of all pupils
2. To review the Pay Policy and Performance Management Policies for all categories of staff and to be responsible for its administration and review
3. To implement the whole school pay policy in a fair and equal manner in accordance with staff contracts of employment and employment law. The committee will check annually that there are enough governors not involved in Headteachers Appraisal to be able to do this for the Headteachers.
4. To act as a Salaries Review Committee for all staff except the Headteachers.
5. To appoint a Salaries Appeals committee when required. Members of the Resources Committee will not be eligible for the Salaries Appeals Committee.
6. To oversee the appointment procedure and safer recruitment for all staff
7. To review all personnel policies.
8. To oversee the process leading to staff reductions
9. To keep under review staff work life balance, working conditions and well-being, including the monitoring of absence
10. To report to the governing body on all staff matters which relate to conditions of service
11. To advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
12. To set and monitor a training strategy each year to ensure that adequate training is taking place for teachers, support staff and governors.
13. To delegate to the Headteachers all matters relating to the day to day management and supervision of the staff employed at the school.
14. To ensure that governors responsible for personnel are aware of and understand those responsibilities, including conduct of EPM personnel audit.
15. To ensure that all staff and governors have an effective induction programme and to comply with the induction requirements for newly qualified teachers.
16. To approve applications for early retirement, secondment and leave of absence not covered by local agreements.
17. Ensure compliance with Keeping Children Safe in Education

## **3. PREMISES**

# **PETERSFIELD CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL, ORWELL.**

## **3.1. PREMISES DOCUMENTS**

Premises Management Documents - Statutory  
Planned Maintenance schedule – for SFVS

## **3.2. PREMISES DUTIES**

1. To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the TOP.
2. To ensure arrangements are in place for repairs and maintenance.
3. In consultation with the Headteachers, to oversee premises related funding bids.
4. To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies.
5. To recommend a lettings policy to the Governing Body and review charges.
6. To establish and keep under review an Accessibility Plan.
7. To ensure that regular Health and Safety audits are undertaken and actively progressed.

## **4. SAFEGUARDING DUTIES.**

1. To have policies, strategies and procedures to ensure children and young people are safe: the effectiveness of services in taking reasonable steps to ensure that children and young people are safe.
2. To establish and maintain clear management responsibilities in relation to child protection including relevant designated staff.
3. To ensure that adults, including governors, receive up-to-date, high quality, appropriate training, guidance, support and supervision to undertake the effective safeguarding of pupils.
4. To cross reference with other committees on safeguarding issues to ensure there are no omissions.

## **5. Health and Safety Duties**

### **5.1 Policy**

Health & safety Policy

### **5.2 Health and Safety Duties**

1. To ensure that the Head (or delegated member of staff) and Governors make a half-termly Health and Safety inspection and report to the committee.
2. To record Health & Safety issues and make recommendations to the Governing Body.

## **6. STANDING ORDERS**

### **6.1. Membership**

The committee must comprise at least 3 members of the governing body. The committee may also have Associate Members appointed by the Governing Body whose voting rights are agreed by the Governing Body subject to regulations, defined in the Standing Orders of the Governing Body. The school finance secretary is a non-voting member of the committee.

### **6.2. Quorum**

The quorum for the committee is 3 members of the Governing Body (governors). Associate Members do not count towards quorum.

## **PETERSFIELD CHURCH of ENGLAND (AIDED) PRIMARY SCHOOL, ORWELL.**

### **6.3 Election of Officers**

The Chair of the committee will be elected by the committee at the first meeting after the committee is appointed by the Governing Body, usually at the first meeting of the Autumn Term. A clerk will be appointed by the Governing Body

### **6.4 Agenda**

At least seven days before the meeting the clerk will send out the agenda and any associated reports to all governors and to the clerk to the Governing Body.

### **6.5 Powers of Recommendation**

The committee shall recommend to the Board of Governors a summarised annual income and expenditure budget and the annual report & accounts.

### **6.6 Powers of Approval**

The committee shall have approval over lettings and shall monitor income and expenditure against budget. The Committee shall also approve outside contracts that exceed a value of £1000 in line with the School Contract Regulations.

### **6.7 Power of Delegation**

The committee may delegate day to day financial matters to the Head, Deputy Head and the Finance Secretary.

### **6.8 Meetings**

The committee will meet at least once per term and as required.

### **6.9 Voting**

A vote may only be taken if the majority of the committee members present are members of the Governing Body. Questions are decided by a majority vote of committee members present. Where the votes are equally divided, the chair has a second or casting vote, provided that the person acting as chair is a member of the Governing Body. The voting rights of Associate Members are determined by regulations and agreed by the Governing Body

### **6.10 Minutes**

Minutes of the meeting will be drawn up by the Clerk to the committee and will be signed (subject to the approval of the committee) by the chair of the next meeting of the committee. Draft minutes will be made available to all Committee members, the Head teacher and Clerk to the Governors. The clerk to the committee will file the agenda, signed minutes and reports considered at the meeting in the school office as soon as is reasonably practical. Confidential items will be held in the school office in a separate file.

### **6.11 Withdrawing from meetings**

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Agreed by the Committee on : 2<sup>nd</sup> October 2018

Approved by the Governing Body on 29<sup>th</sup> November 2018