

GOLDEN HILL SHORT STAY SCHOOL (07141)

**RESOURCES SUB-SUB-COMMITTEE
TERMS OF REFERENCE**

Membership

The Sub-committee shall consist of *at least 5* members of the management sub-committee including the Headteacher and Chair of Management Sub-committee.

The Sub-committee will elect a Chair from within its own membership. The Sub-committee will be chaired by an experienced member of the management sub-committee.

Non-voting participants may be invited to meetings by the Sub-committee as and when required.

The membership of the Sub-committee shall be reviewed and determined annually by the management sub-committee. The agreed membership of the Sub-committee is attached. It is recommended that the SBM attends meetings, as they will be able to advise on financial considerations.

Staff members should **not** form a majority of the sub-committee.

The management sub-committee will appoint a Clerk to the Sub-committee, who will not be another governor.

Quorum

The quorum shall be a minimum of 3 Members, including the Headteacher, but excluding any associate members.

Meetings

The clerk to the sub-committee shall be responsible for convening meetings of the sub-committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the management sub-committee.

The sub-committee will meet as often as is necessary to fulfil its responsibilities, including in relation to timescales outlined in the school's financial policies and procedures, but at least once per term.

FINANCE

Responsibilities



1. To ensure proper and effective use of the school's financial resources.
2. To provide guidance and assistance to the headteacher and the management sub-committee on all finance related matters.
3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the Authority.
4. To approve virements between budget headings and purchasing of goods where the value is in excess of the sum delegated to the Headteacher under the school's approved Internal Financial Regulations.
5. To consider budget plans presented by the Headteacher and to make recommendations for a balanced, well informed and sustainable budget to the management sub-committee for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).
6. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and other grants, and where necessary, make recommendations to the management sub-committee.
7. To establish and regularly update / monitor a three year financial plan using the latest available information, as required in SFVS.
8. To consider unofficial funds information provided by the headteacher including:
 - Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund.
 - As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the Headteacher and the auditor appointed by the management sub-committee.
 - Confirmation that the headteacher has submitted the unofficial school funds information to the Authority in the required format.

Note: The management sub-committee of a school must spend the school's official funds "for the purposes of the school". This means making educational provision for pupils on roll at the school.

An unofficial fund is any fund, other than official school funds, which is controlled either wholly or in part by the headteacher or other members of the staff by reason of their employment in the school. The Authority has no direct responsibility for their management and use. The headteacher is responsible to the school Members for any unofficial funds and the use to which they are put.

9. Review arrangements for service level agreements and traded services, as appropriate.



10. Approve, monitor and review all finance-based policies on behalf of the management sub-committee, including, but not limited to, those related to Charging & Remissions, Lettings and Members' Expenses.
11. To contribute to the School Development Plan including consideration of the longer-term resource requirements of the school.
12. To consider the appropriate level of reserves and balances taking account of guidance produced by the Authority.
13. To consider audit reports and other relevant reports and make recommendations to the management sub-committee.
14. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
15. To consider and advise on any financial matter referred to it by the management sub-committee.
16. To respond, on behalf of the management sub-committee, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

STAFFING

Responsibilities

1. To prepare staff policies for approval by the management sub-committee, and to approve those policies that can be delegated.
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the management sub-committee adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.
4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the headteacher and one sub-committee member the appointment of all other support staff.
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To ensure that consultations take place as required (eg over pay policy) with all staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.



8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full management sub-committee.
11. Review annually the unit total of the school and the effect, if any on the ISR

NOTE The appointment of a Headteacher or Deputy Headteacher is not a function of this sub-committee.

HEALTH AND SAFETY SUB-COMMITTEE / PREMISES

The management sub-committee's responsibilities for health and safety may be carried out by:

- a Health and Safety Sub-committee
- including the health and safety remit within the terms of reference of another Sub-committee
- appointing a Health and Safety Governor with designated responsibilities.

The management sub-committee's responsibilities for health and safety are often incorporated in the remit of the Premises Sub-committee. A further sub-committee may be required by the Safety Representatives and Safety Sub-committee Regulations 1977, which states that if two union members formally request a safety sub-committee to be set up, this must be done within three months. Representation on this sub-committee is usually from the school staff. In any event, the Health and Safety (Consultation with Employees) Regulations 1996 extends the right of consultation on health and safety matters to all workers, not just those represented by trade union representatives.

Objectives

The objectives are broadly similar:

1. Prepare and review Health and Safety Policy
2. Study accident reports and statistics
3. Examine safety inspection reports
4. Analyse and implement information provided by the LA
5. Develop safe systems of work
6. Determine risk assessments
7. Promote and review safety culture
8. Communicate health and safety issues to all concerned



9. Identify training requirements
10. Act as a school safety forum

In this document the health and safety remit has been included in that of the Premises Sub-committee as outlined below.

PREMISES SUB-COMMITTEE

Responsibilities

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the management sub-committee.
3. To advise the management sub-committee on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the management sub-committee, are progressed and where appropriate that the payments are made.
5. To act on behalf of the management sub-committee in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the management sub-committee, to make recommendations to the management sub-committee on the appointment of consultants or the providers of premises related services.
8. To determine the use of the school premises outside school session time including advice to the management sub-committee on a possible charging policy which must be determined by the management sub-committee.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the management sub-committee with regard to its compliance with health and safety regulations. To approve such policies as appropriate.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.



13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Equalities Act 2010.

Approved: 8 October 2025

Review Date: Autumn 2026

Membership: Mr M Clarke (Chair)
Mrs L Timms
Mrs S Christy
Mrs S Ling
Mrs Z Towers
Mrs S Barrett (Headteacher)
Mrs T Baldwin (Clerk)

