



RUSHEY GREEN PRIMARY SCHOOL RESOURCES SUB-COMMITTEE

Terms of Reference

Terms of Reference last reviewed: 28 January 2020

To be reviewed again: Autumn 2020

Quorum: Three members.

Members of the Leadership Group have the right to attend meetings as necessary.

Election of Chair

The committee will elect a chair at its first meeting in the academic year.

Meetings

The committee will normally meet once a term but may meet at other times as necessary.

The committee will report back to the full governing body at least once per term and copies of the minutes will be circulated to all governors.

Responsibilities: :

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitoring and evaluating relevant parts of the self evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Resources Committee will oversee

- the school finances ensuring that the school operates within the financial regulations of the local authority and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money;
- the maintenance and development of the school site and premises;
- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled

In particular the committee will:

Finance

- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- prepare the annual budget reflecting priorities in the school development plan;
- monitor the budget and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations;
- ensure that the "Governors' Fund" or other such fund is audited and appropriate records are kept,

Premises, health and safety

- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
- agree the lettings and charges policy for the use of school premises;
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability and performance management, sickness absence, whistle blowing, pay and conditions of employment and ensure staff are consulted and informed appropriately;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General and Specific Equality Duties in relation to staff;
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

Statutory policies and documents and those prioritised by the GB. Statutory policies and documents are listed below

- Staff appraisal policy
- Teachers' pay
- Data protection
- Health and safety
- Accessibility plan
- Central record of recruitment and vetting checks
- Governors' allowances
- Premises management
- Publication of equality information and objectives (Public Sector Equality Duty)
- Register of business interests of head teachers and governors
- Staff discipline, conduct and grievance (procedures for addressing)

Additional policies:

- Dealing with allegations against staff
- Whistle blowing

List others that the GB believes matter at a strategic level

PROGRAMME OF WORK FINANCE Autumn term	Review terms of reference, including delegated authority for expenditure and authorised signatories
Spring term	Preparatory work on budget
Summer term	Agree budget
Termly	Monitor expenditure SEF School Improvement Plan (SIP) Policy review (see list) Ht/leadership group report – finance update Policies (see attached list) Consider governor training needs
Annually	Governors' allowances policy Charging policy Best value statement, scheme of delegation and financial regulations (Spring term annually) Evaluate financial aspects of any extended provision
Less frequently than annually	

PREMISES/HEALTH AND SAFETY Autumn term	Review terms of reference, Complete LA health and safety report
Spring term	
Summer term	
Termly	SEF School Improvement Plan) SIP Policy review (see list) Headteacher's report – extended provision, premises issues, health and safety issues including fire drill, accident reports, dangerous occurrences, inspections and reviews, risk assessment undertaken, testing and maintenance of equipment, cleaning and grounds maintenance Monitor premises spend, including energy spend Consider governor training needs
Annually	Agree priorities for expenditure Agree priorities and rolling programme for repairs and maintenance Review of health and safety policy Review of lettings policy Review security policy Review of school journey/educational visits policy Review accessibility plan Review disability equality plan Review environmental strategy Review energy management Review procedures to be followed for

	carrying out emergency work Review of cleaning and grounds maintenance Audit of the school premises and equipment <i>Community schools:</i> review council's annual audit report and implement action plan
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PROGRAMME OF WORK PERSONNEL AND STAFF WELFARE COMMITTEE	Performance management Review of terms of reference
Autumn term	
Spring term	Consider staffing implications of budget/liaise
Summer term	
Termly	SEF School Improvement Plan (SIP) Work/life balance of headteacher Policy review (see list) Ht/leadership group report – staff resignations, retirements and appointments, staff absence, any disciplinary or capability issues, health and safety, staff development activities Policies Consider governor training needs
Annually	Review and evaluate any personnel aspects of SIP, input to new SIP Review leadership group pay Race equality (in liaison with Curriculum) including monitoring implementation, assessing impact. Recruitment and selection policies Staffing structure School workforce profile Procedures for appointments Pay policy review Annual review of pay and job descriptions Review of staff health, safety and welfare Evaluation of personnel aspects of extended provision