

St Matthew's Primary School

Resources Committee

Terms of Reference

1. MEMBERSHIP

- 1.1 The Resources Committee shall consist of not less than four governors and the headteacher (or his/her representative).
- 1.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- 1.3 Other members of the governing body may attend meetings of the Resources Committee and may contribute to discussions on matters under consideration when invited to do so.
- 1.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

- 2.1 The quorum for the Resources Committee shall be three governors.
- 2.2 The quorum for the Salary Committee shall be three governors.

3. MEETINGS

- 3.1 The Committee shall meet termly, or more frequently as may be required from time to time.
- 3.2 The Committee shall set meeting dates termly.

4. CHAIRMANSHIP

- 4.1 The chair of the committee shall be elected annually at the first meeting of the autumn term.
- 4.2 The Vice Chair of the committee shall be elected annually at the first meeting of the autumn term.

5. STANDING ORDERS

- 5.1 The agenda for the meeting shall be distributed at least five days before the meeting.
- 5.2 A summary of decisions taken and points for action will be noted on a record of the proceedings of the meeting.
- 5.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 5.4 A report of proceedings of meetings of the Resources Committee shall be circulated with the papers of the next full meeting of the governing body.

6. REMIT OF THE COMMITTEE IN MATTERS RELATING TO STAFFING AND PERSONNEL

- 6.1 In matters relating to staffing and personnel, the Resources Committee will have delegated powers from the governing body to:
 - a) review and make recommendations to the Board regarding appropriate St Matthew's school policies on a regular basis and assess their impact on different groups as outlined in the "St Matthew's Policies" document".
 - b) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations),
 - c) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,
 - d) form a Salary Committee comprising the members of the Resources Committee except for those members who are staff of the school,
 - e) draft and recommend for adoption a strategic staffing plan and recommend to the Resources Committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
 - f) establish and regularly review personnel policies and procedures and ensure familiarisation with DFE guidance ,
 - g) report to the governing body on all staff matters which relate to conditions of service.

- h) advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- i) determine and monitor the appointments procedure on behalf of the governing body.
- j) monitor the staff appraisal process and related staff development.
- k) delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
- l) ensure that governors on the Resources Committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- m) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- n) comply with the performance management regulations for teachers.
- o) ensure compliance with latest safeguarding advice
- p) form a salary appeals committee when required

7. TERMS OF REFERENCE RELATING TO FINANCES AND PREMISES

- 7.1 The Resources Committee has delegated powers from the governing body, or responsibilities, to :
 - 7.1.1 propose a draft budget (for approval by the full governing body) that takes due account of school development priorities;
 - 7.1.2 advise the governing body and the head teacher on financial aspects of the implementation of the school's pay and conditions policy and on any matters relating to the governors' financial responsibilities:
 - 7.1.3 monitor the budget at least termly during the financial year and make recommendations to the head teacher or the governing body as a result;
 - 7.1.4 authorise virement and non-budgeted expenditure decisions of a size lying between 0.5% and 3% of the annual delegated budget, and make recommendations to the governing body on such items of over 3% of the budget;
 - 7.1.5 ensuring accounts are finalised at year end
 - 7.1.6 ensuring effective internal financial controls
 - 7.1.7 appraising different options for expenditure when setting the budget as part of the school strategic development
 - 7.1.8 establish and monitor a strategic development plan for the maintenance, refurbishment and improvement of the grounds and premises of the school;
 - 7.1.9 establish and monitor the arrangements for the protection of the school structure and plant;
 - 7.1.10 establish and monitor a school environmental policy – to be removed;
 - 7.1.11 establish and monitor the school's policy on the community use of the school, including the scale of charges;
 - 7.1.12 establish and monitor the school's health and safety policy.

8. DECLARATION OF INTERESTS

- 8.1 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.