

**St Scholastica's Catholic Primary School**  
**Resources (Finance, Personnel & Premises) Committee Terms of Reference**

**MEMBERSHIP:** Head Teacher and four Governors, one of whom shall be responsible for Health & Safety.

**QUORUM:** Three

**MEETINGS:** As required

**REMIT:** The Resources Committee has been delegated by the Governing Body the responsibility to make decisions in respect of the following functions of the Governing Body. In completing these responsibilities it should seek guidance from the Diocese and Hackney Learning Trust when necessary and operate under the Hackney Learning Trust's Procedures Manual. In completing these responsibilities it should also take into account the related school's policies for each area such as pay and appraisal policies.

**Financial Tasks and Responsibilities**

1. Ensure a strategic approach to planning the annual budget which reflects the school's prioritised education objectives.
2. Plan and present the annual budget to the Governing Body for approval, in line with the School Improvement Plan (including the schools staffing structure and charging policy)
3. Monitor income and expenditure against the budget receiving explanations for significant variances and ensuring expenditure does not exceed the total funding.
4. Approve the allocation of new, unallocated, or surplus funds and/or the virement (transfer) of funds between budget headings, up to a limit of £50,000. Amounts in excess of this must be authorised by the full Governing Body.
5. Review the school's procedures for financial monitoring and control annually, liaise with the Head Teacher on specific aspects of these procedures and approve the Financial Procedures annually.
6. Ensure adherence to all financial controls and procedures, as stipulated to ensure the probity of the school's accounting procedures.
7. Monitor and ensure that any School Voluntary Funds or Governor Funds are managed with the same rigour as the public accounts and arrange annual audits on these accounts.
8. Approve contracts up to £50,000. Amounts above this value must be authorised by the full Governing Body.
9. Ensure contracts and tenders are awarded in accordance with the Learning Trust's Financial Regulations.
10. Ensure that the school's day to day financial management is established on firm principles of financial monitoring and control; that all decisions are taken in accordance with The Hackney Learning Trust's financial standing orders; that monitoring reports of expenditure and income against the school's delegated budget are presented, at each of the Committee's regular (termly) meetings.

**Premises Tasks and Responsibilities**

1. Providing guidance and assistance to the Head Teacher and the Governing Body in all matters relating to health and safety, school security, the school building and premises.
2. Ensuring that procedures for implementing Health & Safety Policies & Codes of Practice are in place and are followed.
3. Ensuring that the LA Annual Health & Safety Monitoring Form is completed by the Premises Officer, together with all required risk assessments.
4. Ensure the bi-annual Health & Safety Audits of the school are carried out.
5. Ensuring that a fire drill / evacuation is held at least once a term.
6. Reviewing annually the security arrangements of the school.
7. Monitoring regularly the conditions of the school premises and grounds, and reporting to the Governing Body on general repair and maintenance.

8. To establish and keep under review a Building & Development Plan; ensuring that maintenance and decoration are in line with agreed financial allocations and are carried out.
9. Ensuring that the school' Accessibility Plan is carried out.
10. Review the Asset Management Plan.
11. Contributing to the School Development Plan, ensuring that any long term projects adopted by the Governing Body are detailed in the plan.
12. To ensure that the governors' responsibilities are discharged regarding litter under the Environmental Protection Act.
13. Dealing with any matters that may be referred to it by the Governing Body.

### **Personnel Tasks and Responsibilities**

1. Staffing Structure – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the School's Management Plan
2. Staffing appointments – The Staffing Committee, in consultation with the Head Teacher, shall involve governors in the appointment of all permanent teaching staff and ancillary managerial staff as follows:
  - a) for teachers on the basic scale, at least one governor
  - b) for senior managerial posts, for those who performance manage other staff, not less than two governors.
3. Performance management - To monitor the implementation of the Performance Management Policy. To work with the Head Teacher (where no personal interest) in considering the appropriateness of performance related salary increases for staff.
4. Discipline/Grievance - to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are fully informed of them.
5. Redundancy - to draft and review, in accordance with current HCC personnel practice, criteria for redundancy for approval by the Governing Body.

Arrangements for the appointment of Head Teachers, Deputies and Assistant Heads are as specified in the School's Articles of Governance and current legislation. A selection panel will be established, consisting of at least three governors, to make a recommendation for endorsement by the Governing Body, which in turn is subject to ratification by the Diocese

### **Pay Tasks and Responsibilities**

1. To achieve the aims of the whole School Pay Policy in a fair and equal manner;
2. To apply the criteria set by the whole School Pay Policy in determining the pay of each member of staff at the annual review;
3. To observe all statutory and contractual obligations;
4. To minute clearly the reasons for all decisions and report the fact of these decisions to the next Ordinary Meeting of the Governing Body;
5. To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
6. To keep abreast of relevant developments and to advise the Governing Body when the School's Pay Policy needs to be revised;
7. To work with the Head Teacher in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (Teachers).
8. The report of the Resources Committee will be placed in the confidential section of the Governing Body's agenda and will either be received or referred back. The Resources Committees report may only be referred back if the Resources Committee has exceeded its powers under this Policy.

### **Disqualification - Head & staff governors**

The Head Teacher will attend the Pay Committee in an advisory capacity. The Head Teacher must withdraw from that part of the meeting where the subject of consideration is his or her own pay. Where the Resources Committee has invited either a representative of the LA or the external adviser to attend and offer advice on the determination of the Head Teacher's pay that person will withdraw at the same time as the Head Teacher while the

Resources Committee reaches its decision. Any member of the Resources Committee required to withdraw will do so. A relevant person must withdraw where there is a conflict of interest or any doubt about his or her ability to act impartially.

By order of the Governing Body of St Scholastica's Catholic Primary School.

Agreed at the Governing Body Meeting on: 25<sup>th</sup> November 2015.

(Signed) \_\_\_\_\_ Date: 25-11-15  
(Head Teacher)

(Signed) \_\_\_\_\_ Date: 25-11-15  
(Chair of Governing Body)

(Signed) \_\_\_\_\_ Date: 25-11-15  
(Chair of Resources Committee of Governing Body)

Committee Members	Individual responsibilities
Chair	
Vice chair	
Health & Safety	Jimmy Healy

### Resources Committee 2015-16 Yearly Plan

	Financial Tasks & Responsibilities	Premises, Personnel & Pay Tasks & Responsibilities
Autumn Term Meeting	Elect Chair & Vice Chair Review Terms of reference Budget review PPG report Sports grant report Review Financial Procedures Asset Register Policy Schools Financial Value Standards (SFVS) Governor Allowance Policy Charging & Remissions Policy Bench Marking	Pay reviews PM reviews Single Central Record
Spring Term Meeting	Review relevant policies: Budget review End of Yr forecast New draft Budget with 3 -5 year plan Asset Register viewed & signed	PM policies & procedures Health & Safety/Premises Policies Single Central Record Building Development Plan Accessibility Plan
Summer Term Meeting	New budget agreed Underspend Plan Budget review Controls Assurance Statement Best Value Statement Report priorities to Committee Committee performance evaluation	Review staffing structure Annual Health & Safety Monitoring Form Single Central Record