

St. Joseph's Catholic Primary School

TERMS OF REFERENCE

Resources Committee v1.0

Membership

- The elected Chair
- The Headteacher
- Minimum of three Governors (including the Headteacher)

Meetings

There shall be a minimum of one per term

TERMS OF REFERENCE

Finance

- To prepare and review financial policy statements, including long term financial plans and the SFVS
- To carry out a termly check of the school's Financial controls
- To provide guidance and assistance to the Headteacher and the Governing Body on matters relating to the budget and finance
- To consider the school's delegated budget and other income and to prepare budget proposals for the Governing Body to consider
- To monitor spending ensuring that expenditure remains within prescribed limits
- To consider unplanned excess expenditure and make recommendations to the Governing Body
- To advise the Governing Body on other such matters:
 - The correlation between budget, statutory requirements and the priorities in the school development plan
 - LMS formula review and the purchasing of services
 - Generating additional income and cost-cutting savings
- The Governing Body has delegated day-to-day management of the budget to the Headteacher, who is authorised to spend up to £5,000 in a single transaction. For any spending exceeding this figure the Headteacher will bring a proposal to the Finance Committee
- For any virement between budget headings the Headteacher is authorised to move up to £5,000. For any virement exceeding this figure the Headteacher will bring a proposal to the Finance Committee
- To receive, and where appropriate, respond to any audit reports from the CAST/Borough of Poole's Financial Services
- To contribute to the School Improvement Plan

Premises

- To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety
- To inspect the premises and grounds regularly and prepare a report of the conditions and a proposed order of priorities for health and safety, maintenance and development for the approval of the Governing Body.
- To make recommendations to the Governing Body relating to the costs and arrangements for maintenance, repair and redecoration within the allocated budget

- To recommend to and oversee on behalf of the Governing Body contracts relating to cleaning and grounds maintenance
- To prepare, implement, monitor and evaluate a Health and Safety policy in line with Health and Safety legislation on behalf of the Governing Body, reporting back on a regular basis
- To report findings of inspections and audits to the Headteacher and liaise to ensure that appropriate remedial action is taken
- To seek advice from the CAST and/or LEA as and when appropriate
- To ensure that the governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990
- To prepare a lettings and charges policy for the approval of the Governing Body and oversee the implementation of that policy
- To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other matters relating to the premises

Staffing and Training

- To review procedures for dealing with discipline and grievances and ensure that the staff are informed of them
- To draft and review, in consultation with staff and the CAST and/or LEA, criteria for redundancy, for approval by the Governing Body
- Consider the nature, range and impact of staff training
- To contribute to School Improvement Plan and school self evaluation
- To encourage all members of committee to undergo safer recruitment and all other relevant training
- Undertake an annual check of the Central Record of Recruitment & Vetting Checks

Appointments

- To review the staffing structure wherever a vacancy occurs and, at least annually, in relation to the School Development Plan
- To work closely with the Headteacher in appointing staff, including determining a panel to:
 - Prepare job descriptions and postholder profiles for any staff vacancy
 - Advertise the post, long and shortlist
 - Interview
 - Recommend appointment
- The Governing Body delegates the appointment of all casual, temporary or short-term vacancies to the Headteacher excluding Senior Leadership Team and Headteacher

ELECTION OF CHAIR

The Chair and Vice-Chair shall be elected as agreed at the first Committee meeting at the start of the academic year.

QUORUM

The Committee shall not be quorum unless three members of the committee are present.

VOTING

- Only Governor members of the Committee shall be entitled to vote
- The Chair of the Committee shall have the casting vote
- Voting may be done remotely via email or post, via the Clerk

MINUTES

Minutes of the Committee meetings shall be recorded by a designated Clerk

REVIEW OF TERMS OF REFERENCE

The terms of reference will be reviewed and renewed annually, at the first committee meeting of each academic year.

POLICIES

- Best Value Statement
- Charging & Remission
- Statement of Internal Control (SFVS)
- Records Managements
- Governor Allowances
- Child Protection
- First Aid at Work
- Lone Worker
- Managing attendance and sickness
- Safer recruitment policy
- Whistle Blowing
- Capability of Staff
- Confidentiality