



**The Governing Body of Sacred Heart and St Mary's  
Catholic Primary Schools (Battersea)**



**Resources Committee  
Terms of Reference**

*2018/2019*

**Membership:** To include at least 7 Committee Members

**Quorum:** Minimum of 4

**Meetings**

There will be 3 full committee meetings per year to generate high quality evidence for full governing body meetings and to inform the termly strategic reports produced by the Executive and Associate Headteachers. There will be an additional meeting to approve the budget plan, as required.

Work will be scheduled to be coherent with the school's self-evaluation schedule.

Members of the committee will receive seven days notice of any additional meetings and will receive an agenda and any papers seven days in advance. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Other members of the governing body may attend any meeting of any committee but they may not vote.

**Chairing**

The chair of the committee will be decided by the governing body. If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

**Clerking**

The clerk to the governing body will clerk committee meetings.

**Minutes**

All committee meetings will be minuted and the minutes will be circulated by the clerk after approval by the Chair.

**Partnership with the Executive and Associate headteachers**

In carrying out its functions the committee will receive information and advice from the headteachers and other staff and will actively seek opportunities for wider consultation where appropriate. The Executive and Associate headteachers are entitled (but not obliged) to attend all committee meetings; the Executive Head has full voting rights.

**Delegated powers****Finance:**

- The approval of the first formal budget plan of the financial year
- The approval of the Scheme of Financial Delegation
- The formation of the Pay committee

**Personnel:**

- The Executive Head will, following the annual review of all teaching staff salaries by the Pay sub-committees, communicate the decision of the sub committee to each individual member of staff;
- The Executive Head, in consultation with the Associate Head, will be responsible for recruiting and appointing all staff outside the Leadership Group to fill permanent vacancies within the approved staffing structure, subject to interviews being carried out by her and one other governor and a member of the Leadership team this action being reported to the next meeting of the Committee;
- A selection panel, consisting of at least three governors drawn from the Full Governing Body must be established to select and interview applicants for the post of Executive Head, where this becomes vacant, and, if appropriate, recommend an applicant to the governing body for appointment;
- The Executive Head, in consultation with the Associate Head, will be responsible for determining all initial staff dismissal decisions (other than that of the Head), in accordance with the provisions of the School staffing (England) Regulations 2003 and any guidance issued in the Council's Personnel Handbook;
- A panel consisting of a minimum of three governors will be established to hear any appeals made by members of staff against initial dismissal decisions determined by the Executive Head.

(DELEGATION ADVICE HAS BEEN AMENDED TO ACCOUNT FOR THE CHANGES INTRODUCED BY THE SCHOOL STAFFING (ENGLAND) REGULATIONS 2003, WHICH SPECIFY THAT, OTHER THAN IN EXCEPTIONAL CIRCUMSTANCES, GOVERNING BODIES SHOULD DELEGATE RESPONSIBILITY FOR DETERMINING ALL STAFF APPOINTMENTS OUTSIDE THE LEADERSHIP GROUP AND ALL INITIAL STAFF DISMISSAL DECISIONS TO HEADTEACHERS)

## Resources Committee – Detailed Terms of Reference

Terms of Reference common to all committees :

<b>1.</b>	<b>To receive reports from members of staff about matters relating to any of the issues listed in their ToR's</b>
Action	Maintain committee standard agendas to highlight expected reports
<b>2.</b>	<b>To respond to relevant issues in the Auditor's report.</b>
Action	Review each Audit report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address
<b>3.</b>	<b>To respond to relevant issues in the Ofsted report.</b>
Action	Review each Ofsted report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address
<b>4.</b>	<b>To research and review the opportunities/challenges arising from extended school provision for their area of focus</b>
Action	Maintain standard committee agendas to ensure regular review.
<b>5.</b>	<b>To monitor and evaluate at regular intervals the policies allocated to them, with due regard to the school's Equality Scheme, and making recommendations to the full GB as required.</b>
Action	Maintain a list of committee policies & procedures and implement a rolling review schedule, reporting all amendments to the Full GB
<b>6.</b>	<b>To validate the grades in their assigned sections of the SES on the basis of evidence</b>
Action	Maintain a schedule of review, for an agreed range of sections, of the SEF at each committee meeting.
<b>7.</b>	<b>To monitor the implementation of assigned sections of the SDP and evaluate impact</b>
Action	Review of progress for assigned sections of the SDP at each committee meeting.
<b>8.</b>	<b>To maintain accurate and relevant Terms of Reference and an Annual Work Schedule for the committee</b>
Action	The committee to review TOR and WS annually in June/July and report any changes to the Board at the Autumn meeting
<b>9.</b>	<b>To report the committee's resolutions and recommendations to the next full board meeting of the governing body</b>
Action	As required
<b>10.</b>	<b>To determine any other matters referred to the committee by the Board of Governors</b>

## Resources Committee – Detailed Terms of Reference (contd.)

### Terms of Reference specific to the Resources Committee

#### Finance and Personnel

	<b>F</b>	<b>To ensure the school operates within the financial regulations of the LA and complies with any DfE and SFVS requirements</b>
<b>Action</b>		<b>Ensure committee receives updates and training on requirements</b>
<b>1.</b>	<b>F</b>	<b>To assist in the preparation of, and approve, the school's annual budget in consultation with the Head.</b>
<b>Action</b>		Liaise with Head Teacher as soon as information is available
<b>2.</b>	<b>F</b>	<b>To authorise virements, as permitted by the Authority's LMS scheme, between budget heads as set out in the Schedule of Authority Limits. (Chair may authorise in case of absence.)</b>
<b>Action</b>		Review Schedule on an annual basis
<b>3.</b>	<b>F</b>	<b>To approve orders and authorise expenditure as set out in the Schedule of Authority Limits. (Chair may authorise in case of absence.)</b>
<b>Action</b>		On occasions where sums involved exceed Head's level of authority and Chair is not available.
<b>4.</b>	<b>F</b>	<b>To ensure appropriate financial controls and procedures are maintained</b>
<b>Action</b>		Review and approve the adoption of the LA Financial Procedures Handbook annually
<b>5.</b>	<b>F</b>	<b>To monitor the budget spend to date for current year and receive report(s) from Head on any significant variations to the budget and any virements outside the normal.</b>
<b>Action</b>		Receive regular budget reports, ensuring that any significant divergence from the agreed budget is explained and appropriate action taken.
<b>6.</b>	<b>F</b>	<b>To receive reports from the Exec. Head and other staff giving details of expenditure delegated in accordance with the Schedule of Authority limits.</b>
<b>Action</b>		Consider whether this is necessary under existing audit arrangements
<b>7.</b>	<b>F</b>	<b>To account for the way in which the school's resources are allocated to meet the objectives of the SDP and compliance with the principles of Best Value</b>
<b>Action</b>		Review termly
<b>8.</b>	<b>F</b>	<b>To determine the schools charging policy and approve letting rates for school premises and to investigate possibility of debt recovery from Commercial organisations.</b>
<b>Action</b>		Finalise existing commitment on this task
<b>9.</b>	<b>F</b>	<b>To ensure that adequate insurance is provided for the school premises and contents in liaison with the LA and Diocesan Authority.</b>
<b>Action</b>		Review annually
<b>10.</b>	<b>F</b>	<b>To advise Governors/Committees on aspects of funding and to be aware of deadlines for submissions of bids.</b>
<b>Action</b>		As required
<b>11.</b>	<b>F</b>	<b>To review the Inventory Book</b>
<b>Action</b>		Review annually
<b>12.</b>	<b>F</b>	<b>To determine any other matters referred to the Finance Governor by the Board of governors. Consider reports from other Committees/Exec. &amp; Assoc. Heads on new budget expenditure not previously included in the budget plan.</b>
<b>Action</b>		As required
<b>13.</b>	<b>F</b>	<b>Consider reports on any additional budgets allocated to the school and their proposed use.</b>

Action		Annually
14. Action	F	<b>Consider and approve as necessary reports on accounts for any school journeys held the previous term.</b> Termly
15. Action	F	<b>Consider Council's annual consultation on funding for the coming year and respond accordingly.</b> Annually
16. Action	F	<b>Develop and monitor write-off and disposals policy</b> Annually
17. Action	F	<b>Report to Board of any changes of financial responsibilities</b> As required
18. Action	F	<b>Review of Catering Overhead costs</b> Annually
19. Action	F	<b>Consider report from the Exec. Head on agreed carry-over figure from previous year and agree any variations to the budget where these may differ substantially from the budget plan agreed.</b> Annually
20. Action	F	<b>Agree with Exec. Head the nature and format of information to be provided to the committee e.g. whether monitoring reports should cover all areas of spend across the budget, or whether these should be limited to those variances of +/- an agreed percentage.</b> Annually
21. Action	F	<b>Agree with the Exec. Head the nature of information needed when setting the budget e.g. comparisons with the previous year, costing the current levels or estimated costs of any new appointments/developments. Consider benchmarking with respect to providing the Best Value.</b> Annually
22. Action	F	<b>Consider the financial implications of any major developments which may require substantial investment, the cost of which may be funded by a loan, under the Council's Loans Scheme, for repayment over a number of years.</b> As required
23. Action	F	<b>Agree arrangements to consider any audit reports on the school's financial systems and on any action plans subsequently needed.</b> As required
24. Action	P	<b>To approve the staffing complement and staffing structure, both teaching and non-teaching, for the school.</b> Review termly and report to board at board meetings
25. Action	P	<b>To recruit and appoint to staff vacancies and ensure safer recruitment procedures and all legal checks are carried out.</b> As required.
26. Action	P	<b>To receive regular reports from the Head on the implementation of the school Performance Management scheme.</b> Request Head teacher to include details of appraisals conducted in current academic year and of appraisals planned for next academic year, in termly Head teacher's report.
27. Action	P	<b>To maintain statutory personnel related policies</b> To review and approve the adoption of the LA Human Resources Handbook of Procedures

## Buildings

28.	B	<b>To provide a, safe, healthy and secure working place for pupils and employees and acknowledge reasonable responsibility for the health and safety of visitors.</b>
		Committee to review termly
29.	B	<b>To ensure that regular health and safety inspections are carried out and that any statutory directions given by the LA in respect of health and safety are met.</b>
Action		Recommend that annual inspections be carried out during the summer break so that school is ready for new academic year in September.
30.	B	<b>To monitor and review short, medium and long term programmes of planned maintenance for the school in consultation with the Head and Premises Officer and check the use of allocated funds.</b>
Action		To maintain a costed rolling Planned Maintenance Programme
31.	B	<b>To maintain the security system and upgrade as necessary and monitor incidence of false alarms, burglaries and unwelcome visitors and take appropriate action.</b>
Action		Ensure a record of all incidents is kept and reported at each termly board meeting.
32.	B	<b>To advise on building works or other premises related issues including bids for capital expenditure other than planned maintenance work.</b>
Action		Report at termly board meetings on progress of ongoing items and any new items raised.
33.	B	<b>To receive reports on the result of the annual check of the inventory and to approve write off of items.</b>
Action		Establish need and scope for an annual inventory check and report findings at next full board meeting of the governing body.
34.	B	<b>To advise on the use of the school premises and site by outside users for non-school activities within the provisions of the governing body policy.</b>
Action		Keep under review
35.	B	<b>To make recommendations to the governing body in respect of contract agreements with the LA and Diocese on issues such as grounds maintenance, cleaning or catering and to monitor any such agreements made.</b>
Action		Committee to acquaint themselves with existing agreements.
36.	B	<b>To be aware of the thoughts and wishes of local residents, discuss any complaints received and act in the best interest of all concerned.</b>
Action		Liaise with Headteacher and report any complaints at termly board meetings.
37.	B	<b>To identify areas where disability access may be improved and to monitor and review regularly in line with advice from LA Health and Safety.</b>
Action		Review at Committee Meetings.
38.	B	<b>To monitor and review security and emergency procedures termly, including the safe arrival and departure of pupils, staff and visitors. To ensure all</b>

		<b>entrances are monitored at arrival and departure times and that visitors report directly to the school office on arrival.</b>
Action		Review at Committee Meetings.

Approved by the Board of Governors on \_\_\_\_\_

Signed: \_\_\_\_\_

## Statutory School Policies & Documents assigned to the Resources Committee

<input type="checkbox"/> Scheme of Delegation	<input type="checkbox"/> Freedom of information publication scheme	<input type="checkbox"/> Staffing
<input type="checkbox"/> Teachers Appraisal	<input type="checkbox"/> Governors' allowances (schemes for paying)	<input type="checkbox"/> Staff discipline conduct and grievance (LA procedures for addressing)
<input type="checkbox"/> Complaints procedure	<input type="checkbox"/> Instrument of government	<input type="checkbox"/> Data Protection
<input type="checkbox"/> Whistleblowing	<input type="checkbox"/> Accessibility plan	<input type="checkbox"/> Health and Safety (inc Risk Assessments)
<input type="checkbox"/> Charging Policy (Lettings Policy)	<input type="checkbox"/> Pay Policy	<input type="checkbox"/> Schools Financial Value Standards Document

Optional non-statutory policies / documents:

- Disposals and write-offs (write off request form)
- Debt Recovery Policy

