

WEST END PRIMARY SCHOOL
RESOURCE MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Reviewed November 2022

Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a hearing Body this will have only three Governors.

Quorum: The quorum must be three governors.

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

FINANCIAL DUTIES

Set the annual budget for the school.

Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.

Authorise the virement of funds between budgets and inform the County Council.

Approve arrangements for the audit of funds received other than from the L.A.

Advise the governing body on any matters arising from the audit of the school's accounts and School Financial Value Standards.

Monitor the budget and to advise the governing body as necessary on financial matters.

Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.

Authorise signatories for the school bank account.

Determine the levels of charges for lettings.

Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.

Advise the governing body on any issues arising from financial matters.

STAFFING DUTIES

Appointments of staff other than the Head (full governing body duty) except where delegated to the Head.

Annually benchmark Senior Leadership Team against other similar schools.

Reviewing the staffing structure of the school whenever necessary.

Consider applications from staff for secondments, extended leave etc. that the Head feels are necessary to refer to the Governing Body (Hearing Body).

Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body).

Consider applications for early retirement and redundancy, acting as a hearing body in cases of redundancy.

Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment).

PUPIL DISCIPLINE & COMPLAINTS

Review the use of exclusion within the school.

Consider the views of the head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination(Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

HEAD TEACHER PERFORMANCE MANAGEMENT GROUP

(2 or 3 named Governors as determined by the Governing Body)

Health, safety, premises and environment:

- To review the School Health and Safety Policy when necessary or when there are any changes in Health and Safety Law and at least every 3 years thereafter.
- To monitor the implementation of the agreed School Health and Safety Policy to ensure that the school complies with relevant health and safety legislation and its own procedures and safe working practices (as identified through its risk assessments).
- To advise the governing body on matters concerning compliance with health and safety legislation, and other relevant requirements as may be set out by the DFE\LA.

Environment:

- To ensure school complies with relevant environmental protection legislation and its own procedures and working practices.
- To advise the governing body on all matters concerning compliance with environmental protection legislation, and other relevant requirements as may be set out by the DFE\LA.

Premises:

- To ensure that repairs, maintenance, cleaning and decoration are timely.

- To monitor reviews of lettings and charges policy for the use of school premises. This role has been delegated to the Headteacher.

Security:

- To regularly review site security and the safe use of school grounds.

General:

- To support the Headteacher in undertaking on-site inspections for reasons of health and safety, premises, environmental protection, or security, and to identify priorities for action.
- To make recommendations to the Resources Committee/Governing body on required expenditure for reasons of health and safety, premises (including capital works and improvements), environmental protection, or security, so that these can be identified in the School Budget.
- To undertake other activities relevant to the Committee's mandate as may be required by the governing body.

Powers of the Committee

The Committee shall delegate to the Headteacher the power to spend up to £10,000 of the appropriate funds without reference to the Resources Committee/Governing body.

The Committee shall delegate to the Headteacher the power to commit expenditure without the prior approval of the Resources Committee/Governing body in an emergency situation where delay would result in further damage, or present a significant risk to the health and safety of pupils or staff. In this event, the Headteacher would normally be expected to consult the Chair of the Resources Committee/Governing body at the earliest opportunity.

Agreed by the Governing body on: November 2022