



HAMPSTEAD PAROCHIAL
Church of England Primary School

Resources Committee

Terms of Reference

Approved by the Governing Body on 17 September 2018

Date of next review is **September 2019**

Membership

The Committee will comprise of governors and where appropriate associate members, to provide specific expertise and or skills. See Appendix A for voting rights of Associate Members.

Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the Head Teacher or her/his representative is present.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary.

General Responsibilities of a Committee

1. To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. To contribute to, monitor and evaluate relevant parts of the SEF, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
4. To consider the views of students when making strategic decisions that will impact on them.
5. To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. See Appendix B for information about the General Equality Duty.
6. To take appropriate action on any other relevant matter referred by the governing body.

The Resources Committee will have oversight of finance, staffing and premises.

Financial Responsibilities delegated to the Committee

- To ensure that the school operates within the financial regulations of the local authority and complies with any Department for Education and School Financial Value Standards (SFVS) requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money.
- To keep under review the scheme of delegation in financial matters including the level of delegation to the Head Teacher for the day-to-day financial management of the school and present to the governing body any recommendations for change.
- To prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan.
- To monitor the budget (and any other devolved funds) and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations.

Premises, health and safety

To draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body.

To agree the lettings and charges policy for the use of school premises.

To monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.

Staffing

- To monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled.
- To agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan.
- To recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group.
- To ensure that the school complies with the General Equality Duty in relation to staff.
- To ensure the school complies with all requirements in relation to safer recruitment.
- To monitor and evaluate the impact of the budget for continuing professional development.

Pay and Review Sub-Committee

The Committee will also **nominate 3 governors** to form the Pay and Review Sub-Committee which will conduct the following functions.

- To ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body.
- To ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**.
- To ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies.
- To consider the recommendation of the Head Teacher's performance review group in relation to whether to award the head an annual increment ***.

**Anyone employed to work at the school other than the Head Teacher must withdraw from this item

***Anyone employed to work at the school including the Head Teacher must withdraw from this item

Statutory and School Policies to be reviewed by the Resources Committee.

See attached.

Appendix A – Extracts from the Guide to the Law for School Governors

Voting rights of associate members

Voting

79. Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Associate members

80. The governing body can give limited voting rights to associate members on committees at the time of appointment. Associate members cannot be given voting rights if they have not reached the age of 18 at the time of their appointment.

81. Associate members may not vote on any decision concerning admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body.

Appendix B – The General Equality Duty

A school must have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Protected characteristics

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation