

Templemoor Infant and Nursery School

Board of Governors Resources and Safety Committee Terms of Reference



Name of Committee & Year	Resources and Safety Committee 2020 to 2021
Committee Chair	Dr. N. Jones
Membership	Mr. S. Hodgson Mrs. J. Davenport Mrs. S. Brown Mrs. A. Tariq Mrs. L. Patel
Clerk	Trust GS
Number of meetings per academic year	The committee will meet at least 3 times per year, with additional meetings where required.
Quorum	Quorum for the meeting will be 3 committee members, one of which will be the Headteacher.
Agendas and Minutes	<p>The meetings dates will be planned for the whole academic year and approved by the full governing body at the last meeting of the previous academic year.</p> <p>The clerk of the committee will send agendas and supporting paperwork for the meeting at least one week prior to the meeting.</p> <p>The following items will be on the agenda, with items added or excluded if required:</p> <ul style="list-style-type: none">• Accident report• Budget Review• Pupil Numbers• SFVS• Staffing Structure• Annual Staff Salary Reviews (Chair of Governors)• Budget Approval• Approval of SLAs (delegation to Headteacher)• School Fund

Functions	
Sub Committees	<p>Sub committees will report to the Resources and Safety Committee. Meetings of the sub committees will be scheduled by the clerk as and when required.</p> <p><u>Discipline and Appeals Committee (including safeguarding allegations against Headteacher)</u> Dr. N. Jones Mrs. J. Davenport An available Governor when required</p> <p><u>Pay and Performance Committee</u> Dr. N. Jones Mrs. J. Davenport Mrs. M. Haddock Mr. S. Hodgson</p> <p><u>Complaints Appeal Panel</u> Membership will be decided upon requirement of the panel.</p>
Finance	<p>Decisions taken by the committee must be consistent with the priorities identified within the School Development Plan which should be costed within the Budget Plan.</p> <p>The main function of the Resources and Safety Committee in respect of Finance will be to support the Headteacher in the general financial management of the school which has been delegated to them by the full governing body – subject to the following:</p> <ol style="list-style-type: none"> a) during the Autumn Term the committee will consider the financial out-turn figures for the previous financial year. the LA will provide the headteacher and the Chair with details of the school’s budget allocation by 31 March; b) during the early Summer Term the committee will receive from the headteacher the provisional budget for the forthcoming year and approve that provisional budget in accordance with any principle which the governing body may have set within the costed School Development Plan (e.g. the annual review of staff salaries) and seek the approval of the full governing body for that budget; c) following approval by the governing body, the Resources and Safety Committee will submit the budget, Best Value Statement and Control Assurance Statement, signed by the Chair of the governing body, for that current financial year to the Local Authority by the 30 June; d) the committee will assist the headteacher in monitoring the budget having regard to costed pupil numbers and will receive reports from the headteacher on a regular

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	<p>basis, at least termly, as to the cumulative monthly spend;</p> <ul style="list-style-type: none"> e) the committee will advise the Headteacher on measures to be taken to correct variance where appropriate – including both major areas of underspend as well as overspend; f) as part of the delegation of the day to day financial management of the school, the headteacher will have full delegated powers to authorise expenditure in line with the agreed budget not in excess of £10,000 and to vire an amount of money not in excess of £10,000 between budget sub-headings; g) the headteacher will have full delegated powers to authorise expenditure over the £10,000 limit in relation to staff absence insurance h) the Headteacher will have full delegated powers to authorise any invoice in relation to the project funded by the Local Authority loan, with regular expenditure reports provided by email to the committee. i) the Resources and Safety Committee will have delegated powers to authorise expenditure of an amount of money not in excess of £30,000 . j) the Resources and Safety Committee will have delegated powers to authorise the virement of an amount of money not in excess of £30,000. k) All virement of funds approved by the committee must be reported to the full governing body. l) Receive termly monitoring reports on how the school is working towards gaining the financial management standard (SFVS), or if it has been gained, how it is maintaining the financial management standard.
Personnel	<p>The aims of the Committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.</p> <p>Decisions taken by the committee must:</p> <ul style="list-style-type: none"> a) be consistent with and seek to achieve the priorities identified within the School Development Plan; b) accord with the Governing Body’s Equal Opportunities Policy, Equality Scheme and Equal Opportunities Legislation; c) have regard to any budgetary constraints. d) No fewer than three members of the committee (not those on the Discipline and Appeals Sub Committee) shall also act as the first committee in carrying out the governing body’s disciplinary and grievance procedure. Any subsequent appeal within either of those procedures should be heard by the Discipline and Appeals Sub Committee.

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	<p>e) The committee should also consider any requests for leave of absence which are in excess of the days which the headteacher is authorised to approve.</p>
Recruitment and Selection	<p>a) The committee will delegate powers for the recruitment and selection of staff to the Headteacher. This will not include the appointment of the Headteacher, deputy Headteacher and teachers on the leadership pay spine. The recruitment and selection of the headteacher or a deputy headteacher must be carried out by a selection panel chosen by the full governing body and the full governing body must approve the candidate recommended for appointment by that selection panel.</p> <p>b) Should it be necessary for the Governing Body to consider the reduction of the staffing establishment at the school, by whatever means, the committee will carry out any initial investigation with the head and submit their recommendations for the Governing Body to consider. The Resources and Safety Committee will subsequently have delegated powers to carry out the necessary consultations with the LA and the recognised Trade Unions on behalf of the Governing Body, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.</p>
Pay and Performance	<p>The committee will delegate the annual review of the salaries for all staff within the parameters agreed in the salary policy to the Pay and Performance Sub Committee.</p> <p>The functions of the Pay and Performance Sub Committee will be as follows:</p> <p>a) To meet with the School Improvement Partner to discuss the Headteacher's performance targets</p> <p>b) To decide, with the support of the SIP, whether the targets have been met and to set new targets annually.</p> <p>c) To monitor though the year the performance of the Headteacher against targets</p>
Health, Safety and Security	<p>Decisions taken by the committee must be consistent with the priorities identified within the School Development Plan which should be costed within the financial constraints of the budget</p> <p>a) the Committee will assist the Headteacher in implementing the Health and Safety policy by:</p> <ol style="list-style-type: none"> i. receiving reports relating to any Health and Safety issues from members of staff/work place safety representatives; ii. ensuring that, as far as is practicable, all measures are taken to provide a healthy and safe working

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	environment for pupils, staff, visitors and other persons employed in the school;
Buildings	<p>a) the committee will work with the Headteacher to draw up a care and maintenance programme for the school;</p> <p>b) the committee will delegate authority for the invitation of tenders for any repairs and maintenance contracts in accordance with the Authority's Financial Regulations and Standing Orders and for the arrangements made for the subsequent monitoring and evaluation of contractual work to the Headteacher;</p> <p>c) approve and recommend for approval by the Governing Body any capital bids drafted by the Headteacher/required by the Local Authority;</p>
Lettings and Income Generation	The committee has delegated authority to propose and monitor letting costs and income and other income generation schemes. The committee delegate authority to the Headteacher to authorise lettings and set the fees.
Complaints Appeals	<p>See also: School Complaints Procedure.</p> <p>The governing body may nominate a number of members with delegated powers to hear complaints at that stage, and set out its terms of reference. These can include:</p> <ul style="list-style-type: none"> • drawing up its procedures; • hearing individual appeals; • making recommendations on policy as a result of complaints. <p>The panel can be drawn from the nominated members and may consist of three or five people. The panel may choose their own chair.</p> <p><i>The Remit of The Complaints Appeal Panel</i></p> <p>The panel can:</p> <ul style="list-style-type: none"> • dismiss the complaint in whole or in part; • uphold the complaint in whole or in part; • decide on the appropriate action to be taken to resolve the complaint; • recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur. <p>There are several points which any governor sitting on a complaints panel needs to remember:</p>

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a. It is important that the appeal hearing is independent and impartial and that it is seen to be so. No governor may sit on the panel if they have had a prior involvement in the complaint or in the circumstances surrounding it. In deciding the make-up of the panel, governors need to try and ensure that it is a cross-section of the categories of governor and sensitive to the issues of race, gender and religious affiliation.

b. The aim of the hearing, which needs to be held in private, will always be to resolve the complaint and achieve reconciliation between the school and the complainant. However, it has to be recognised the complainant might not be satisfied with the outcome if the hearing does not find in their favour. It may only be possible to establish the facts and make recommendations which will satisfy the complainant that his or her complaint has been taken seriously.

c. An effective panel will acknowledge that many complainants feel nervous and inhibited in a formal setting. Parents often feel emotional when discussing an issue that affects their child. The panel chair will ensure that the proceedings are as welcoming as possible. The layout of the room will set the tone and care is needed to ensure the setting is informal and not adversarial.

d. Extra care needs to be taken when the complainant is a child. Careful consideration of the atmosphere and proceedings will ensure that the child does not feel intimidated. The panel needs to be aware of the views of the child and give them equal consideration to those of adults. Where the child's parent is the complainant, it would be helpful to give the parent the opportunity to say which parts of the hearing, if any, the child needs to attend.

e. The governors sitting on the panel need to be aware of the complaints procedure.

Roles and Responsibilities

The Role of the Clerk

The clerk would be the contact point for the complainant and be required to:

- set the date, time and venue of the hearing, ensuring that the dates are convenient to all parties and that the venue and proceedings are accessible;
- collate any written material and send it to the parties in advance of the hearing;
- meet and welcome the parties as they arrive at the hearing;

Functions	
	<ul style="list-style-type: none"> • record the proceedings; • notify all parties of the panel's decision. <p>The Role of the Chair of the Governing Body or the Nominated Governor</p> <p>The nominated governor role:</p> <ul style="list-style-type: none"> • check that the correct procedure has been followed; • if a hearing is appropriate, notify the clerk to arrange the panel; <p>The Role of the Chair of the Panel</p> <p>The Chair of the Panel has a key role, ensuring that:</p> <ul style="list-style-type: none"> • the remit of the panel is explained to the parties and each party has the opportunity of putting their case without undue interruption; • the issues are addressed; • key findings of fact are made; • parents and others who may not be used to speaking at such a hearing are put at ease; • the hearing is conducted in an informal manner with each party treating the other with respect and courtesy; • the panel is open minded and acting independently; • no member of the panel has a vested interest in the outcome of the proceedings or any involvement in an earlier stage of the procedure; each side is given the opportunity to state their case and ask questions; • written material is seen by all parties. If a new issue arises it would be useful to give all parties the opportunity to consider and comment on it.
General	<p>a) Any decisions made or action taken by the Committee, including the endorsement of the head's decisions, will be minuted and reported to the next meeting of the Governing Body.</p>

Policies	<p>The committee will be responsible for the following policies to ensure their timely review and approval:</p> <ul style="list-style-type: none"> • Discipline and Grievance Procedures • Health and Safety • Lettings • Attendance Management Policy • Appraisal and Capability • Complaints Procedures • Charging • Staff Code of Conduct • Asset Disposal and Write Off Policy
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	<ul style="list-style-type: none"> • Finance Manual • Retention Policy • Data Protection Policy • Plus any other additional policies assigned to the committee throughout the year
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Named Governors	<p>The following governors will named under specific roles and be responsible to this committee:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Safeguarding</td> <td>Mrs. J. Davenport</td> </tr> <tr> <td>Health and Safety</td> <td>Mrs. A. Tariq</td> </tr> <tr> <td>Finance</td> <td>Dr. N. Jones</td> </tr> <tr> <td>Pupil Premium</td> <td>Mrs. J. Davenport</td> </tr> </table>	Safeguarding	Mrs. J. Davenport	Health and Safety	Mrs. A. Tariq	Finance	Dr. N. Jones	Pupil Premium	Mrs. J. Davenport
Safeguarding	Mrs. J. Davenport								
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Approval	<p>Signed (Chair of Committee) _____</p> <p>Date _____</p>
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