

Resources Committee Annual Planner 2019-20

Autumn term		Spring term		Summer term	
Meeting 1 (F&P focus)	Meeting 2 (HR focus)	Meeting 1 (HR focus)	Meeting 2 (F&P focus)	Meeting 1 (F&P focus)	Meeting 2 (HR focus)
Election of chair and vice-chair	Monitor safer recruitment (including training) Monitor implementation of Appraisal policy	Monitor induction (staff and governors)	Report from budget meeting with school's financial advisor including benchmarking of last year's spend with similar schools	Set budget for next financial year	Review contract renewal schedule for external suppliers (Jo G), relating to Best Value Statement
Report from meeting with school's financial advisor	Discuss governor training, priorities for year and focus for in-house course	Complete any outstanding policy reviews	Discussion of budget priorities for the following year	Agree premises plan and capital budget for coming year	Review effectiveness of staff CPD over the year discuss training strategy for next year
Review premises plan for the year	Review key policies with an annual review schedule if not already done (pay, performance management, admissions etc.), consider Judicium feedback from their summer review of HR policies	School organisation in particular looking at pupil numbers and staffing requirements and staffing budget required for next year	Review financial systems and SIC statement & complete SIC for GB. Ensure plans are in place for review and completion of SFVS (Schools Financial Value System) for submission by 31st March	Monitor budget and estimate final underspend/ carry forward from previous year	Review terms of reference, annual planner for next year and if revised relevant sections of delegation decision planner
Plan for completion of the SFVS and SIC	Review of staff attendance for previous school year	Staff Work-Life Balance	Review of effectiveness of services used by the school Policy reviews	Monitor Premises programme	Statutory committee membership - make recommendations for consideration at first full GB of next year
Health & Safety report from link governor	Staff Work-Life Balance	Staff issues	Monitor Premises programme	Review spending and virement delegations	Staff work-life balance
Check salary committee has arranged to meet this half-term	Staff issues	Any urgent F&P/H&S issues	Health & Safety report	Health & Safety report	Monitor safer recruitment
Policy reviews	Any urgent F&P/H&S issues	Check Salary Committee has arranged to meet re: support staff	Staff issues Set date and plan for staff-governor end of year event	Policy reviews	Staff issues
Staff issues		Review Lettings		Staff issues	
GDPR update		Conditions and Charges			Any urgent F&P/H&S issues