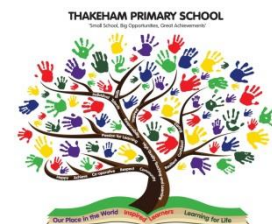


Thakeham Primary School

Resources and Strategic Organisation Committee



Terms of Reference

- To elect a Chair and appoint a Clerk.
- To monitor progress against the priorities of the School Plan particularly those related to finance & premises targets.
- To undertake monitoring visits to the school.
- To make regular reports to the Strategic Leadership Group and the governing body.
- To meet at least 3 times each year, once per full term.
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year and establish and maintain an up to date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises ensuring, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To oversee arrangements for repairs and maintenance and determine premises-related expenditure.
- In consultation with the Headteacher , to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
- To establish and keep under review a Building Development Plan.
- To establish and keep under review an Accessibility plan.
- To draft and keep under review the staffing structure in consultation with the Headteacher.
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management policy for all staff.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make decisions on personnel related expenditure.
- To consider any appeal against a decision on pay grading or pay awards.
- The Full Governing Body delegates to the Strategic Organisation Committee the power to approve and review school policies relevant to their terms of reference, on the proviso that any such policies are available for all governors to view within the meeting pack for the subsequent Full Governing Body meeting.

- Quorum is considered to be 3 governors (which includes the Headteacher).
- These terms of reference can be reviewed and amended by the Full Governing Body at their termly meeting in the usual way.