

# **RUSSELL STREET SCHOOL**

## **RESOURCES COMMITTEE**

**MEMBERSHIP**     *As listed*

**QUORUM**         *A minimum of three governors, with no more than one third as employees of the school*

**MEETINGS**       *The committee shall meet at least once a term and otherwise as required.*

### **FINANCE PART**

#### **FUNCTIONS**

1. To draw up, taking account of the school improvement plan priorities, and approve the annual budget plan for the school and any subsequent revisions.
2. To establish and maintain an up to date three year financial plan, taking account of projected pupil numbers.
3. To monitor the school's income and expenditure throughout the year and report the financial situation to the governing body each term.
4. To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
5. To make recommendations to the governing body on the level of financial delegation to the Resources Committee in relation to the maximum value of a single transaction, awarding of contracts and the maximum value of virement.
6. To make recommendations on the level of financial delegation to the headteacher in respect of expenditure and virement, in accordance with the Council's Financial Regulations.
7. To ensure that agreed levels of delegation are recorded in writing and incorporated within the school's financial management procedures.
8. To ensure that the school operates within the Council's Financial Regulations for schools.
9. To ensure that an audit of voluntary funds is undertaken for presentation to the governing body.
10. To receive and, where appropriate, respond to periodic audit reports on the school budget and other public funds administered by school staff.
11. To review periodically and adopt the school's charging and lettings policies.
12. To review periodically and adopt the school's policy on governors' expenses.
13. To undertake, with the headteacher, a termly review of the school's financial management to enable the school's self-evaluation to be kept up to date.

- 14 To ensure the principles of Best Value are followed when making a decision
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- 16 To monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated and to publish the information on the school's website as required by the School Information Regulations 2012.
- 17 To monitor the effect of the PE and Sport premium, publishing details on the school's website of funding received, how this has been spent and the impact on pupils' participation and attainment.
- 16 To undertake any other financial tasks as required by the governing body.

## **PERSONNEL PART**

### **FUNCTIONS**

- 1 To ensure that the governing body works within its adopted personnel policies, such as discipline, capability, grievance and redundancy.
- 2 To contribute towards the preparation of the school development/improvement plan and monitor progress on the implementation of the plan.
- 3 To determine gradings and salaries of teaching staff and those of the headteacher and deputy headteacher annually, as required by the Teachers' Pay and Conditions Document and the school's pay policy, and to take decisions relating to changes in salary.
- 4 To review periodically the salaries of non-teaching staff and, where appropriate, approve alterations to salaries.
- 5 To adopt and review annually the Performance Management Policy and Pay Policy.
- 6 To determine and review annually, or as required, the staffing structure for the school. This will be undertaken in consultation with the headteacher and the relevant committee.
- 7 To review job descriptions regularly, considering recommendations by the Headteacher
- 8 To establish procedures for the selection and recruitment of staff (except head and deputy head appointments) in accordance with the governing body's schedule of delegation.
- 9 To participate, as appropriate, in the selection and recruitment of staff and to decide upon the appropriate salary of the appointee.
- 10 To consider and adopt any new or revised personnel policies and procedures.
- 11 To undertake, with the headteacher, a termly review of the school's personnel management to enable the school's self-evaluation to be kept up to date.
- 12 To undertake any other personnel tasks as required by the governing body.

## **PREMISES PART**

### **FUNCTIONS**

- 1 To inspect the buildings and grounds annually and prepare an annual statement of priorities for maintenance and development.
- 2 To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
- 3 To review the school's accessibility plan.
- 4 To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- 5 To monitor the maintenance, repairs and redecoration programme.
  
- 6 To assist the governing body and the headteacher to discharge their responsibilities under the Health and Safety at Work Act 1974 in collaboration with the Local Authority.
- 7 To consider the Local Authority's policies on health and safety and adopt a health and safety policy for the school.
- 8 To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of the building's plant and equipment and report at least once a year to the governing body.
- 9 In conjunction with the School Improvement/Curriculum Committee, to ensure that the governing body's statutory duties with regard to the children with special needs and the Disability Discrimination legislation are met.
- 10 To undertake, with the headteacher, a termly review of the school's premises management to enable the school's self-evaluation to be kept up to date.
- 11 To undertake any other tasks related to premises and health and safety, as required by the governing body.

Date Terms of Reference agreed: 25 October 2018

Signed:



# RUSSELL STREET SCHOOL

## PUPILS, TEACHING AND LEARNING COMMITTEE

**MEMBERSHIP** *As listed*

**QUORUM** *A minimum of three governors*

**MEETINGS** *The committee shall meet at least once a term and otherwise as required.*

### **FUNCTIONS**

- 1 To support the headteacher in reviewing and revising periodically the school **website** in line with statutory requirements.
- 2 To adopt and review periodically the school's Discipline/Behaviour Policy.
- 3 To adopt and review regularly the school's policy for supporting pupils with medical conditions in school.
- 4 To consider matters of pastoral care and behaviour.
- 5 To promote and support positive home-school relationships to the benefit of pupils, parents and staff, including the adoption and periodic review of the Home-School Agreement.
- 6 To ensure that the governing body's statutory responsibilities in relation to Safeguarding Children are fulfilled
- 7 To approve school visits and adopt and review the policy and practice periodically.
- 8 To promote and support a healthy school environment e.g. Healthy Schools Initiative, Nutritional Standards, etc.
- 9 To ensure that the governing body fulfils its statutory responsibilities in relation to its policy on **equality**.
- 10 To prepare a governors' newsletter for distribution to parents.
- 11 To undertake, with the headteacher, a termly review of the school's pastoral care, behaviour and links with the wider community to enable the school's self-evaluation form to be kept up to date.
- 12 To promote the school within the wider community.
- 13 To consider and advise the governing body on educational standards and other matters relating to the school's curriculum.
- 14 To advise the governing body on the school's curriculum policy and their statutory obligations regarding the National Curriculum and to oversee the curriculum complaints procedure.
- 15 To review and approve the school's policies on curriculum, accessibility, collective worship and religious education, sex education and special educational needs.

- 16 To review curriculum policy documents regularly and approve any amended policies.
- 17 To contribute towards the preparation of the school development/improvement plan and monitor progress on the implementation of the plan.
- 18 To discuss the annual school targets with the headteacher and review the outcomes on an annual basis.
- 19 To monitor and evaluate the school's SATs and/or examination results on an annual basis and report any conclusions to the governing body.
- 20 With the assistance of staff, to provide information to the governing body about how the curriculum is taught, evaluated and resourced.
- 21 To monitor school improvement with the help of information contained in such documents as Local Authority school profiles, **RAISE** and the Autumn Package on Pupil Performance.
- 22 In conjunction with the Resources Committee, to ensure that the governing body's statutory duties with regard to children with special needs and the **Equality** legislation are met.
- 23 To oversee arrangements for individual governors to take a leading role in specific areas of provision, e.g. Literacy, Numeracy, SEN.
- 24 To receive regular reports from specialist governors and report to the governing body.
- 25 To undertake any other related tasks as required by the governing body.

Date Terms of Reference agreed: 25 October 2018

Signed: