

## Terms of Reference for Resources Committee

The Terms of Reference will be discussed by the Resources Committee (the committee) and then approved by the Full Governing Body. It is a statutory requirement that all delegation is reviewed on an annual basis.

### 1.0 Membership

- The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body.
- Where the head is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the Resources Committee.
- The committee will elect from their number a chair and vice chair at the first meeting of each academic year.

### 2.0 Name of Clerk

- The governing body will appoint a trained paid clerk to the meeting.
- When this person is not available, a clerk will be appointed from amongst the committee (who must not be the headteacher of the school).

### 3.0 Quorum

- The quorum shall be half the members of the committee of which the headteacher shall be one.

### 4.0 Meetings

- Meetings will be held regularly / at least once each term, as required.
- One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.
- Committee minutes will be sent to the governing body for noting.

### 5.0 Functions

The Resources Committee will carry out and be responsible for the following functions, but within each key area there will be two governors who will have lead responsibility:

#### 5.1 Personnel

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.

Decisions taken by the committee must:

- 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, Race Equality Policy, Disability Equality Scheme, Gender Equality Scheme and Equal Opportunities Legislation;
- c) Have regard to any budgetary constraints.
  - i. The committee will have delegated powers for the recruitment and selection of staff as agreed by the governing body, other than the appointment of the headteacher, deputy headteacher and teachers on the leadership pay spine, and are required to follow the procedures in the attached Appendix 1. The recruitment procedure of any new staff must comply with the Safer Recruitment Processes- at least one person of the

selection panel must have completed the safer recruitment training <sup>1</sup>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.

- ii. The committee will be responsible for implementing and reviewing the governing body's Discipline and Grievance Procedures. No fewer than three members of the Resources 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 a second or appeal committee whose membership must be different from and at least equal in number to that of the first committee i.e. no member of the first committee may serve on the second committee.
- iii. The committee should also consider any requests for leave of absence which are in excess of the days that the headteacher is authorised to approve.
- iv. The committee will be responsible for drafting and recommending for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations). The committee will implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the resources committee. They will subsequently undertake the annual review of the salaries for all staff within the parameters agreed in the pay and conditions policy.
- v. The committee will be responsible for drafting and recommending for adoption a strategic staffing plan and recommend to the governing body the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments.
- vi. Should it be necessary for the governing body to consider the reduction of the staffing establishment at the school, by whatever means, the Resources Committee will carry out any initial investigation with the head and submit their recommendations for the governing body to consider. The 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.

## **5.2 Buildings and Estate**

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.

- a) The committee will be responsible for reviewing and approving the Health and Safety policy or for reviewing it and submitting it to the governing body for approval;
- b) The committee will subsequently assist the headteacher in implementing the Health and Safety policy by:
  - i. receiving reports relating to any Health and Safety issues from members of staff/work place safety representatives;

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<sup>1</sup> DfES Guidance Jan 1 2007 [www.epm.co.uk](http://www.epm.co.uk) and [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

- ii. ensuring that, as far as is practicable, all measures are taken to provide a healthy and safe working environment for pupils, staff, visitors and other persons employed in the school;
- c) The committee will work with the headteacher to draw up a care and maintenance programme for the school;
- d) The committee will be responsible for inviting 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 including reviewing insurance policies;
- e) Draft and recommend for approval by the governing body any capital bids required by the Local Authority.

### 5.3 Finance

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 and associated policies, i.e. the Letting policy

The main function of the Resources Committee with regard to finance will be to advise and support the headteacher on the general financial management of the school which has been delegated to him by the full governing body - subject to the following:

- a) During the autumn term the committee will consider the financial out-turn figures for the previous financial year and will assist the headteacher in drawing up the outline budget plan – 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 plan and approve that provisional budget plan 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 committee will submit the school's budget plan and Best Value Statement signed by the Chair of the governing body, for that current financial year to the Local Authority by the 12 May;
- d) Following approval by the governing body, the committee will submit the Statement of Internal Control, signed by the Chair of the governing body, based on information for the previous financial year to the Local Authority during the autumn term;
- e) 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 basis at least termly, as to the cumulative monthly spend;
- f) The committee will advise the headteacher on measures to be taken to correct variance where appropriate - including both major areas of under spend as well as overspend;
- g) As part of the delegation of the day to day financial management of the school, the headteacher will have delegated powers to **authorise expenditure** in line with the agreed budget not in excess of £3,000.
- h) The committee will have delegated powers to authorise expenditure of an amount of money not in excess of £ 25,000.

- i) All virement<sup>2</sup> of funds must be reported to the full governing body, after consultation with our financial advisor.
- j) Receive termly monitoring reports on how the school is working towards gaining the financial management standard, or if it has been gained, how it is achieving high levels of financial governance.

**6.0** Any decisions made or actions taken by the headteacher must be reported to the committee and noted within its minutes.

Any decisions made or action taken by the Resources Committee, including the endorsement of the head's decisions, will be minuted and reported to the next meeting of the Governing Body.

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<sup>2</sup> *Vire or virement is to move or the movement of money between cost centre headings.*

## **Appendix 1**

### **Recruitment and Selection Procedures**

1. When a vacancy occurs the headteacher will carry out the vacancy review and will submit a draft job description for all vacancies to the Resource Committee for their approval. A copy of the job description should also be sent to the LA if required.
2. The headteacher will also draft and agree with the personnel governors lead from the Resource Committee a draft person specification for all vacancies. This will identify the selection criteria. i.e. the knowledge, skills, qualifications and experience required by potential candidates. It is critically important for all vacancies that these selection criteria are applied consistently throughout all stages of the recruitment and selection process by everyone involved.
3. All vacancies for full-time permanent posts should be advertised externally and should be circulated on a local or national basis as necessary to attract an appropriate field of candidates consistent with the seniority or scale of remuneration for the post.
4. Advertisements for vacancies for temporary or part-time posts may be limited to the LA's internal jobs bulletin. The appointment of temporary and part-time staff may be delegated to the headteacher who will carry out the interviews with at least one of the following:
  - another member of staff e.g. Deputy Head or Head of Department or Bursar;
  - a member of the Resource Committee;
  - an adviser from the LA.

Internal promotions and the allocation of points for responsibility shall be advertised internally and made known to all staff. The headteacher will interview all candidates and subsequently report his/her decision to the Resource Committee.

The governing body values and acknowledges the important contribution which all staff make to the continuing success of the school and for this reason whenever possible a member of the Resource Committee will take part in the selection process.

5. For permanent full-time posts the Resource Committee and the headteacher will draw up a short-list of those candidates who meet the agreed selection criteria. The resource committee/head will invite those candidates to attend interview.
6. The headteacher and the resource committee will agree the format for the selection process which may include structured visits to the school, group discussions, and panel or committee interviews. Candidates should be given every opportunity to provide information about themselves which is relevant to the selection criteria and the format will be determined by the ways in which this can be best achieved. Questions at the interview must be based on the selection criteria and allow each candidate the opportunity to offer all relevant information to the interview panel. It is strongly recommended that all members of the interview panel should be involved in all stages of the recruitment and selection process.
7. The committee will appoint the most suitable candidate or, if none of the candidates can fulfil the requirements of the person specification, repeat any or all of the processes listed above.
8. The committee will minute the appointment / their action and the minutes will be submitted, for information, to the next meeting of the governing body.

## Appendix 2: Resource Committee Responsibilities

Establish and regularly review personnel policies and procedures and ensure familiarisation with DCFS guidance. (Model policies can be found in the members section of [www.epm.co.uk](http://www.epm.co.uk) in Documents under the relevant letter coding)

Policy	Last review by committee & date	Approved by Governors (date)	Review interval/ review date	Ownership of Governor
Accessibility plan				HT resp
Allegations of abuse against staff (policy on)	Working on Model EPM Policy Dec 2010		Jan 2011	Rob Cassels & D Knowles (& JP)
Central record of recruitment and vetting checks	Reviewed by Gov Oct. 2010	Report to FGB Sept. 2010	Termly	Kate Davies & Ruth Whitehead & Rob Cassels
Charging policy	May 2010	29/06/2010	Annually/ Autumn 2011	Emma Dunn and Emma Williams
Designated teachers				
Freedom of information publication scheme	See GTL Annex 2 p233-236			Nik Thomas & Ian Walker
Equality and Diversity and Gender Equality policy	Working on Model EPM Policy Dec 2010		Jan 2011	
Health and safety policy (inc risk assessments) and Well Being	Draft Policy needs to be completed	Spring 2011		Emma Williams & Emma Dunn
Performance management policy (inc staff appraisal policy)	July 2007	June 2007	Adopt EPM Policy Dec 2010	Kate Davies & J Puxley Gov Body Resp
Review of staffing structure document	FMSis June 2010	June 2010	Dec 10 detailed structure to reflect Perf mgt	Kate Davies & J Puxley
School Travel Plan	Feb 2010	Feb 2010	Feb 2011	Emma Williams
Letting Policy	Governors working on this Oct 2010		Jan 2011	Emma Williams & Emma Dunn HT
Disciplinary Procedures Conduct and Capability Disciplinary Rules Staff Code of Conduct Bullying and Harassment	June 2010	June 2010	June 2011	Rob Cassels & D Knowles (& JP)
Whole school pay	Nov 2004	Nov 2004	Annually	Kate Davies &

policy			Adopt EPM Policy Dec 10	Emma Dunn <a href="#">Gov body Resp</a>
Budgets	Termly			Hugh Holland & Ian Walker