

Sheet Primary School

Resources Committee: Terms of Reference and Delegated Responsibilities 2018/19

Rationale

The Governing Body has delegated to this Committee certain statutory functions relative to the Resources Committee that will be reviewed annually. Decisions made under delegation are to be reported to the full governing body.

This committee is also responsible for decisions and monitoring related to building management, site development and health and safety.

Membership – The Governing Body at their first meeting of the academic year will:

- Appoint not less than four (4) Governors plus the Headteacher as members. At least three (3) of the governors appointed shall not be employees at the school (excluding the Headteacher).
- Appoint a clerk to the committee.
- Delegate to the committee members responsibility at their first meeting for the election of chair for one year.
- Appoint non/voting associate members, if required, for a term of one/two years, following advice from the committee.
- Ensure that new, and existing committee members complete a skills matrix and undertake Governor Services Financial Training, health and safety and safer recruitment training as needed.
- Delegate responsibility to establish working groups from committee membership, on an 'ad hoc' basis to report and advise on matters relating to delegated responsibilities.

Quorum

- The quorum shall be three (3) not including the Headteacher
- The Headteacher, or a substitute nominated by the Headteacher shall be present.

Meetings

- The Committee shall meet at least once a term as soon as possible after a full governor's meeting. The committee may need additional meetings during the year.
- Dates are to be agreed at the first meeting of the academic year of the full Governing Body and any subsequent amendments are to be notified to the Clerk of the Governors for inclusion in the schedule for all meetings.
- Before each meeting an Agenda shall be prepared by the Chair in discussion with the Headteacher for distribution by the Clerk.
- The Clerk will distribute papers for meetings to all members seven days in advance.

Minutes of Meetings

The Clerk to the committee will, within a timescale agreed by the governing body, prepare and send a copy of the draft minutes to the Chair of the Committee and Headteacher.

Following approval of the draft minutes a copy is to be sent to the clerk to the governing body to distribute to all governors and Associate members of the committee.

Delegated Responsibilities to Committee

Budget

- To prepare and review financial policy statements, including consideration of medium and long term planning resources.
- Prepare a budget for consideration by the governing body
- To monitor and make decisions within the delegated budget on the income and expenditure of all public funds (i.e. budget share, pupil premium, primary school sports funding, devolved capital) and report termly on the financial situation to the governing body.
- To agree the level of delegation to the Headteacher and Senior Administration Officer for the day to day financial management of the school. (To be recorded in the minutes of the first meeting of the new academic year and notified to the governing body).
- To receive and where appropriate respond to periodic audit reports of public funds.
- Establish a charging and remissions policy.
- Evaluate the effectiveness of financial decisions, in particular with respect to devolved capital, pupil premium and sports funding expenditure.
- Ensure there are effective and appropriate systems of internal financial control.
- Administer any voluntary funds (e.g. John Lock fund).

Personnel

- To make decisions on personnel matters, including dismissal and suspension of staff, in accordance with approved policies and the LA Manual of Personnel Practice.
- To review the staffing structure annually in relation to the school's Development Plan.
- Establish and monitor the performance management policy.

Site Management including Health & Safety

- To support strategic thinking with development of the school buildings and outdoor areas of the site.
- To support the Headteacher with the implementations of the Health and Safety Policy.
- To ensure the Health & Safety governor representative conducts annual inspections of buildings and grounds in liaison with the Headteacher and is present at a minimum of one fire practice per year.
- To ensure that the buildings are maintained in a clean, comfortable, warm and safe manner in the most economical way.
- To ensure that all necessary risk assessments are completed annually.

Policy Review

The Committee will be responsible for the formation of new policies and the review of existing policies for approval by this committee of the Governing Body as indicated in the policy review document and the work plan for the committee.

Generic

- To consider the Schools Improvement Plan priorities.
- To monitor the implementation of all activities and policies contained within the Committee's workplan.
- To consider, and if appropriate take action on, any relevant items referred by the governing body or the Headteacher.

Delegated Responsibilities to the Headteacher

The Headteacher will:

- Be responsible for the recruitment and selection of all staff (excluding the Headteacher and Deputy Headteacher posts).
- Ensure that Governors contribute to the interview process for teaching and support staff.
- Ensure that at least one governor has the appropriate safe recruitment training for interviewing.
- Be responsible for the dismissal of all staff in accordance with the Hampshire County Council Manual of Personnel Practice, liaison with Hampshire Personnel Department, Guidelines to the Staffing Regulations 2003 and procedures and relevant Policies of the Governing Body. Where applicable the Headteacher may involve members of the Committee who will have no further involvement in the Appeal process to ensure unbiased and fair judgement.
- Prepare the performance management policy for the approval of the committee.
- Make decisions on expenditure up to the financial limits set down by the Resources Committee, which for the school year 2017/18 are:
 - Budget Share: £2000
 - Devolved Capital: £ 500
 - Pupil Premium & Sports Funding £1000

Delegated Responsibilities to the Senior Administrative Officer

The Senior Administrative Officer will:

- Prepare a draft budget for governor's approval in accordance with the Head Teacher's and Local Authority's guidance
- Ensure the accounting records are complete and accurate
- Follow internal control procedures and the Local Authority Manual of Accounting Practice
- Assist in the presentation of proposals for devolved capital projects having ensured that the correct tendering process has been followed
- Ensure that the correct authority is obtained at the time of order placement for all expenditure levels as noted in the Head Teacher delegated responsibilities.

Approved by the Resources Committee on

Signed by the Chair of Resources Committee Howard Radcliffe, 15th Oct 2018

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Approved by the Full Governing Body 2018

Signed by the Chair of the Full Governing Body: David Heath,