

St Paul's RC Primary School, Thames Ditton

Resources Committee: Terms of Reference (Dec 2018)

Membership

- (a) The Committee shall be appointed by the full Governing Body. It shall consist of not less than three governors, shall include ex-officio the Chairman of the Governing Body and the Headteacher, and shall itself select its chairman.
- (b) The Committee may co-opt non-voting members as it sees fit.
- (c) The School Business Manager shall normally be "in attendance" at Resources Committee meetings.

The Committee shall be able to invite, on an ad hoc basis, other Governors as interested observers to assist in discussion on specific proposals or projects but these observers will be non-voting.

Quorum

A quorum shall be a minimum of 50% of its membership.

Meetings

The Committee shall meet at the request of the chairman or two other members.

The Committee shall meet at least once a term. Proceedings of the Committee may also be conducted by telephone or e-mail.

Responsibilities

1. With regard to matters of Premises:

(a) to provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, including aspects of security and Health and Safety.

(b) annually to inspect the premises and grounds and to prepare a statement of priorities for maintenance and development for the consideration of the governing body, as part of the School Development Plan.

(c) to prepare or request the preparation of an estimate of expenditure on all matters concerning the premises and grounds and to present such estimate to this committee for consideration In the establishment of the Annual Budget to allocate expenditure in accordance with funds provided in the Delegated Budget and to arrange for the use of other

funds as appropriate. See note 1. The use of such other funds must be made with the approval of this committee, and major expenditure must be reported to the meeting of the Governing Body.

(d) to approve the costs and arrangements for maintenance, repairs and redecoration in consultation with the Headteacher.

(e) to oversee the preparation and implementation of contracts for works concerning premises.

(f) to ensure that the school complies with all Health and Safety regulations.

(g) to ensure that the School maintains any necessary liaison with the Property Services Agency of the Local Authority.

(h) to prepare or request the preparation of applications for Capital Bids and Minor Works to the Diocese of Arundel and Brighton. and/or the Department for Education where appropriate.

(i) to provide an overview for environmental schemes not specifically within the Governors' funding, but which may be generally regarded as falling within Health and Safety and general Premises and site responsibilities of the Governing Body.

(j) to review the School's Risk Register

2. With regard to matters of Health and Safety:

a) The implementation and maintenance of a policy which promotes a safe environment for all pupils, staff and visitors at the school. We are committed to the pursuit of health & safety good practice.

b) The implementation and maintenance of emergency planning procedures in the context of major and critical incidents.

c) The carrying out of statutory inspections as required.

The annual review of '(a)' and '(b)' above.

3. With regard to matters of Finance:

(a) On behalf of the Governing Body, to ensure that the school's financial resources are managed effectively.

(b) To oversee the preparation of the annual budget, its presentation to the Governing Body for adoption, and its submission to the LEA.

(c) To monitor the income and expenditure of all funds public and non-public and report the financial situation to the Governing Body each meeting highlighting significant variances from the agreed budget.

(d) To ensure that adequate records and controls are in place to safeguard the cash and other financial assets of the school.

Authority

The Resources Committee is empowered to:

- (a) Authorise budgeted expenditure without limit and unbudgeted expenditure up to £5,000 per item (See Note 1).
- (b) Manage the virement of funds between different areas in the delegated budget.
- (c) Delegate authority to the Headteacher for the day-to-day financial management of the school.

Note 1: For the avoidance of doubt, for unbudgeted items that would commit the school to expenditure in future years as well as the current budgeted year, the TOTAL amount which may be authorised is £5,000. Note: where the expenditure commitment spans more than the current budget year, a commitment of less than £5,000 in the current budgeted year will still need FGB approval.

With regard to Staffing:

- (a) To monitor staffing and staff turnover levels.
- (b) To liaise with the Pay Committee to establish the annual and longer term salary budgets and other costs relating to personnel (e.g. training).
- (c) To ensure that safe and effective recruitment procedures are established and used.
- (d) To monitor the drawing up of job advertisements, and participate in shortlisting and selection of candidates for qualified teachers, administrative officers and caretaker, as appropriate.
- (e) To delegate to the Headteacher selection of all other staff including classroom assistants, mid-day supervisors, supply teachers and administrative assistants.
- (f) To review annually the budget for teaching staff salaries and to implement changes, in accordance with agreed Remuneration Policy.
- (g) To deal with employment contract issues including general employment conditions where appropriate.
- (h) To implement agreed disciplinary and grievance procedures when required.
- (i) To monitor staff performance and succession planning so that teaching standards and management capability of the school are sustained and/or improved.
- (j) To work with and advise the Headteacher as appropriate on organisational change and or changes in working practice implementation.
- (k) To provide an avenue through which members of staff can ask for complaints against parents to be investigated.