Terms of Reference for the Resources Committee of the Governing Body of *The Grove School*

Membership: 7 governors to include head teacher

Associate members: *Can be appointed by FGB*

Quorum 3 (If the head teacher cannot be present then she may send a substitute, though the substitute may not vote, therefore the meeting may not be quorate if the head is not present).

Chair of Committee: Laura Partridge

Clerk to committee: Debbie Horton

Withdrawal

Any person employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and headteacher and reported to the next meeting of the committee or full governing body.

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing body in the minutes.

R = the committee to make a **recommendation** to the full governing body, who will make the decision.

Finance

Policies and Documents delegated to or for which this committee is responsible:

- Charging and Remissions Policy (Statutory) **D**
- Governor Allowances / Expenses Policy (Statutory) **D**
- Finance Policy (Statutory) **R**
- School's Financial Value Standard (SFVS) Return (Statutory) **D**

DUTIES AND TASKS	
In consultation with the head teacher and business manager and taking into consideration:	

• available resources • sustainability of commitments • the school improvement plan • forecast pupil numbers • anticipated contractual liabilities • other relevant factors the committee to scrutinise and agree the formal budget plan for the financial year and make recommendations to the full governing body for its approval.	R
To ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.	D
To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan.	D
To monitor budgets for all funds under the governing bodies control, including virement decisions, at least termly and to report significant variances from the anticipated position to the governing body.	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a: • Finance Policy • Charging and Remissions Policy • Governor Allowances / Expenses Policy	 R D D
To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in September each year and to provide an agreed response to the consultation.	D
To monitor expenditure of any voluntary funds kept on behalf of the governing body and ensure the annual audit of these funds.	D
To make decisions in respect of service level agreements and service contracts	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To receive audit reports and refer key issues to the governing body. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To undertake financial benchmarking, alert the governing body to any best value implications and make recommendations to the full governing body for best practice.	D
To monitor the proper allocation of sports funding and Children in Care (CiC) funding, and receive reports	D

from the Pupil Premium lead governor on the allocation of pupil premium funds and report to the full governing body.	

Personnel

Policies and Documents which are delegated to this committee:

- Staff Capability Policy (Statutory) **D**
- Teachers' Appraisal Policy (Statutory)**D**
- Whistleblowing Policy (Statutory) **D**
- Personnel policies **D**

Policies for which the committee has responsibility:

- Staff Discipline Policy (Statutory) **R**
- Staff Grievance Policy (Statutory) **R**

DUTIES AND TASKS	
In consultation with the Head teacher and giving consideration to the School Improvement Plan to review the staffing structure annually and whenever a vacancy occurs.	D
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with Devon County models; and ensure that staff is informed of these.	R
To approve the Performance Management/Teacher Appraisal Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team.	D
To review the training requirements of the school workforce and make recommendations.	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate.	D
To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in school.	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D

Premises

Policies and Documents delegated to or for which this committee has responsibility

- Lettings Policy (Statutory) **D**

- Accessibility Plan (Statutory) **D**
- Business Continuity and Emergency Plan **D**

DUTIES AND TASKS	
To assist the head teacher and discharge the responsibilities of the governing body on matters relating to the school premises and grounds, security and environment.	D
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan).	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.	D
To oversee the preparation and implementation of contracts, ensuring best value principles are adhered to.	D
To agree a lettings policy.	D
To agree, evaluate and review the schools Accessibility Plan	D
Review catering/school meals/ vending machines/ nutritional policy. Re-affirm food standards in line with statutory duties.	D

Health and Safety and Welfare

Policies and Documents delegated to or for which this committee is responsible:

- Health and Safety Policy (Statutory) **D**

DUTIES AND TASKS	
To assist the head teacher and discharge the responsibilities of the governing body on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon	D

Ensure that the free school meal provision is being met	D
Ensure that nominated First Aiders have appropriate training which is kept up to date.	D

Safeguarding

Policies and Documents delegated to or for which this committee is responsible:

- Safeguarding **R**

DUTIES AND TASKS	D
To ensure that the annual Safeguarding Audit, as requested by the Education Welfare Service, is completed and submitted (Autumn term)	D
To lead on ensuring that the Governing Body meets its statutory and policy responsibilities for safeguarding, including child protection	D
To review and recommend to the FGB the Safeguarding and Child Protection Policy (including Cyber Bullying and e-safety strategies) on an annual basis. Monitor and evaluate implementation of the policy and report any concerns/ areas for improvement to the full governing body.	D

POLICY/STATEMENT SUMMARY	D/R
Charging and Remissions, Governors' expenses, SFVS, Staff Capability Policy, Lettings, Accessibility, Business Continuity and Emergency Plan, Teachers' Appraisal Policy, Whistleblowing Policy, Health and Safety, Personnel policies	D
Finance policy, Staff Grievance, Staff Discipline, Safeguarding	R

Agreed at meeting of the full governing body on 26 September 2017

Review date September 2018