



ST. MONICA'S CATHOLIC PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE RESOURCES COMMITTEE

The terms of reference will be reviewed and agreed annually.

Membership

The Committee will comprise no fewer than four governors as agreed by the Full Governing Body.

Chair

The Chair will be appointed at the first Full Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the next academic year.

Quorum

The quorum for meetings of the Committee is no fewer than half the number of governors on the Committee, excluding the headteacher or her/his representative.

Voting

All governors who are members of the Committee will have full voting rights.

Meetings

The Committee will meet at least once a term, in advance of the main Governing Body meeting, with additional meetings each term as necessary.

Authority

The Committee has authority as outlined in the Scheme of Delegation and the general responsibilities outlined below.

Reporting

The Chair of the Committee will provide a strategic high-level report at every meeting of the Full Governing Body, except at extraordinary meetings where the agenda is pre-determined.

The Committee has the following general responsibilities:

- to receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the Governing Body to fulfil its strategic role. The Committee will, in consultation with the headteacher, involve other senior leaders as appropriate;
- to contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and relevant policies, reporting or making recommendations to the full Governing Body;
- to review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full Governing Body;
- to consider recommendations from relevant external reviews (e.g. audit, Ofsted or local authority reviews), to agree the actions needed to address any issues identified, and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full Governing Body;
- to take appropriate action on any other relevant matter referred by the Governing Body;
- to ensure that the school operates within the financial regulations of the local authority,

school finance policy and procurement code, and complies with any Department for Education and Schools Financial Value Standard (SVFS) requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money.

Staffing

In particular the Committee and, where relevant, its sub-Committees will:

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- keep under review appropriate policies and procedures to include staff discipline, conduct and grievance, pay, redundancy, absence and whistleblowing. The Committee must ensure that the policies and procedures meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards, and that staff are consulted and informed appropriately;
- keep under review the appraisal/performance management policy and how staff objectives and CPD are linked to school improvement priorities;
- review the Headteacher's proposed procedure for filling vacancies and making staff appointments below the Leadership Group ahead of approval by the FGB;
- ensure that the school complies with general and specific Equality laws/directives in relation to staff (in particular recruitment, retention and development) and to report any emerging issues to the Governing Body. The Canon Law and its exclusions applies to recruitment to the leadership roles of Headteacher and Deputy Headteacher;
- ensure the school complies with the latest requirements in relation to Safer Recruitment and Safeguarding Procedures;
- review the content of staff exit interview reports;
- consider any issues referred by the headteacher outside of any scheme or policy adopted by the Governing Body.

The Committee and, where relevant, its sub-Committees will also:

- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the Governing Body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations;*
- consider the recommendation of the headteacher's performance review group in relation to the headteacher's pay;**
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies.

**Anyone employed to work at the school other than the headteacher must withdraw from this item.*

***Anyone employed to work at the school including the headteacher must withdraw from this item.*

Finance

In particular the Committee will:

- keep under review the school's financial procedures and controls, including the scheme of delegation in financial matters and the level of delegation to the headteacher for the day-to-day financial management of the school;
- agree medium and long-term financial plans for the school that reflect school priorities;
- prepare and present to the Governing Body for ratification an annual budget reflecting school priorities;
- agree effective procedures for monitoring the budget, consider appropriate reports for the purposes of monitoring, report the outcomes of monitoring together with an evaluation of the use of resources to the governing body at least termly with any

- appropriate recommendations;
- maintain a 3-Year Financial Plan;
- undertake the SFVS review and ensure appropriate action is taken in response to any identified shortfalls;
- monitor the use and impact of the school's pupil premium allocation in overcoming barriers to learning;
- maintain and review the Risk Register;
- review benchmarking data;
- monitor the use and impact of any sports grant awarded to the school;
- agree the award of contracts for services in accordance with the school's Scheme of Delegation and keep under review the effectiveness and value for money of contracts so awarded; approve, within the guidelines of the Scheme of Delegation, capital bids and expenditure;
- approve expenditure from the Devolved Formula Capital account;
- ensure that the Devolved Formula Capital Assurance Statement is completed;
- establish and keep under review procedures for governors to claim expenses;
- establish and keep under review procedures for staff to claim expenses;
- investigate means of procuring additional funding.

Premises, health and safety

In particular the Committee will:

- agree medium and long-term plans relating to the repair, maintenance and development of premises and, if required, recommend action to the Governing Body;
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action;
- ensure the safe management and maintenance of asbestos, fire safety and statutory testing.
- agree any Charging or Lettings Policies.

Approved by the Full Governing Body on: 9th November 2020

Signed: *MCurro* **Chair of Governors**

Date of next review: Autumn 2021