

Our Lady of Lourdes Primary School Governors Resources Committee

Terms of Reference

Membership

The committee shall consist of at least five members plus the Head Teacher. The committee may have such Associate Members as the Governing Body shall appoint. The committee may make recommendations for these appointments, which should include staff nominated by the Head Teacher. The term of office of an Associate Member is two years, and the Associate Member has full voting rights on the Committee.

Appointment of Chair

The committee chair shall be appointed by the Full Governing Body at the last meeting of the academic year.

Quorum

The quorum shall be three Governors.

Meetings

The committee shall meet once a term and otherwise as required.

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Staff:

To monitor and verify that all personnel policies, including Safe Recruitment procedures and Disability Equality Duty, are operated effectively at the school.

To ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.

To review and monitor the operation of the appointments procedure for staff of the school.

(Above responsibilities are fulfilled through an annual visit to the school by a committee member who will report back to the committee.)

To agree and monitor the Headteacher's proposed staffing structure (teaching and non-teaching staff, posts of responsibility, etc) and ensure that it aligns with the SDP. To review it as required but at least annually.

To advise, support and assist the Headteacher in matters of conflict resolution when requested.

To review staff work/life balance, working conditions and well-being of staff.

To consider staff absence statistics when alerted to concerns by the Headteacher. –

Finance:

To assist in the preparation of a budget based on priorities in the School Development Plan and notify the budget plan to the LA.

Agree the level of delegation to the Headteacher for the day to day financial management of the school and authorise signatories for the school bank account

Monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LA.

Approve any transfers between budget headings (virement) within agreed limits.

Agree a charging and remission policy for school activities.

Arrange regular (but at least annual) scrutiny of non-LA funds received.

To scrutinize and agree the school's Outturn Reports

Prepare information on school finances for reporting to parents on an annual basis

Premises, Utilities and Health and Safety:

Work with the Head Teacher to monitor the fabric of the school premises making necessary recommendations for improvements or repair.

In consultation with the Head Teacher ensure that projects for improvement are correctly tendered and accept quotes in line with the Scheme of Delegation.

In consultation with the Head Teacher agree an annual Property Action Plan (building and equipment) which, as part of the overall SDP, takes into account the needs of the school and is set against budgetary constraints.

Ensure that contingency is made, within the school budget, for the day to day maintenance requirements of the school, for annual elements of both internal and external decorative work.

Ensure adequate insurance provision for the school.

In consultation with the Head Teacher, ensure that the working environment is both safe and secure for pupils and staff. Assist with termly health and safety inspections and risk analyses.

To approve educational visits as outlined in the Educational Visits Policy

Monitor utilities use and in consultation with the Head Teacher, review and implement energy saving and cost control measures within the school.

To consider on a case by case basis what contribution to make to the maintenance of the shared driveway.

Other:

To keep the Governing Body appraised of the committee's resolutions and recommendations and seek approval of the Governing Body where appropriate.

To determine any other matters referred to the committee by the Governing Body.

Policies delegated to the Resources Committee for approval
Charging and Remissions Policy
Hire Agreement
Lettings Charges
Premises Management Document Policy
Capability of Staff Procedure
Scheme for Paying Governors' Allowances
Policies delegated to the Resources Committee for review
Health and Safety Policy, incl. Risk Assessment
Scheme of Delegation
Accessibility Plan
Educational Visits Policy
Lockdown Procedure

Emergency Plan
Special Leave of Absence Policy
Absence Management Policy

Review

Terms of Reference to be reviewed annually by the end of the summer term and agreed at the first meeting of the autumn term