

Khalsa Primary School

Terms of Reference Resources Committee

Committee with oversight for this policy – Resources Committee	
Policy to be approved by the Full Governing Board	
Policy last reviewed by the Resources Committee	11/10/2022
Policy last ratified and adopted by Full Governing Board	22/11/2022
Policy / Document due for review	November 2023

Khalsa Primary School

Terms of Reference – Resources Committee

Membership

The committee shall consist of not less than four members nominated at the initial Governing Board meeting held in the Autumn Term. One member will be the Headteacher or his / her designated representative.

The quorum to elect the chair of the committee shall be three members of the committee, excluding the current chair.

The quorum to conduct normal business on behalf of the Governing Board shall be three members of the committee including the Headteacher or their designated representative.

In the event of it being known in advance that the meeting is not going to be quorate another governor will be invited to attend the meeting and will have full voting rights for that meeting.

General considerations:

- All governors are entitled to attend meetings of the committee but will not have voting powers unless they are members of the committee or are asked to attend in order to ensure a quorum.
- The Chair of Governors shall be an ex-officio member of any committee to which he / she is not otherwise appointed.
- Committee meetings will not be open to the public but the committee reserves the right to invite others to join if for specific topics / occasions deemed appropriate to its remit.
- The Committee has the right to co-opt associate / non-voting governors where specific skills or knowledge are appropriate to its work.

The committee will have oversight of certain aspects of leadership and management policies in line with the Ofsted inspection framework e.g. leadership and management of safeguarding and strategic curriculum leadership.

Meetings

- The committee will meet at least once every term.
- Minutes of meetings will be taken and maintained as the full record of its work.
- Detailed minutes including appropriate actions will be produced by the clerk for reporting to the Governing Board and for use in subsequent monitoring of delivery.

Roles and Responsibilities

1. Committee Management

- To elect the chair of the committee from among its members at the meeting in the autumn term.
- To review committee membership and terms of reference and recommend them to the Governing Board for adoption.
- To ensure that key policies within its remit are reviewed and amended as necessary including the Schools Financial Handbook.

2. Finance

- To discuss matters relating to the management of all funding received
- To formally review the budget for cost effectiveness and value for money.
- To monitor the budget at every meeting and agree actions as required.
- To propose the spending limit that the Headteacher can authorise before seeking governor authorisation.
- To review all appropriate financial practices necessary to meet reporting and audit requirements and to recommend any necessary amendments to the Governing Board.
- To monitor appropriate training and development for all staff who hold responsibility for financial administration.
- To propose a budget to meet the needs of the school to the Governing Board.
- Ensure all staff who hold responsibility for financial administration receive appropriate training.
- Set policies to ensure all appropriate financial practices are in place to meet reporting and audit requirements.
- The Committee will ensure that there is an appropriate structure of financial responsibilities and this is followed in all financial procedures.
- The Committee shall prepare a balanced Budget for the Governing Board's approval and make representation to the Authority on the financial provision made, or about to be made to the school.

3. Premises

- The Committee will work to ensure that the premises and site are maintained to a high standard, providing a safe, welcoming environment for learning and working which is in keeping with the aims and ethos of the school.
- To review and maintain an effective policy for the use and lettings of KPS premises outside of school hours for the use by SGSS, staff, parents, and local community.
- To monitor contracts and systems relating to grounds and asset maintenance.
- To discuss matters relating to the fabric of the building and site.
- To monitor the implementation of health and safety procedures.

- To review and monitor health and safety issues including the school's procedures for risk assessment.
- To review and monitor the development of the school's facilities including its building and grounds.
- To be aware of the areas for which the Governing Board is responsible.
- To support the Head and caretaker in the day-to-day management of the premises and site.
- To draw up, monitor and review a policy on site security.
- To draw up, monitor and review a maintenance plan for the site.
- To ensure the premises and site are adequately insured and to monitor contents insurance policies to ensure adequate cover.
- To receive termly reports from the Headteacher on all aspects of site maintenance.

4. Personnel

To lead on the performance management of the Headteacher in collaboration with the School's Link Adviser or other appropriate external adviser and the Chair of the Teaching and Learning Committee.

- To review the pay of the Headteacher in line with the outcomes of the performance management process.
- To discuss strategic matters relating to staff including:
 - Staffing structure and any restructuring proposals which meet the changing needs of the school and children's centre.
 - To draw up a pay policy for the school for the Governing Board's approval, including criteria for the use of the discretionary points and make recommendations about their implementation.
 - To review staff salaries annually and make recommendations.
 - To ensure all safe recruitment procedures (as recommended by the LA) are implemented.
 - Performance management arrangements.
 - Changes in staffing including appointments, resignations and any other departures of staff for example by reason of redundancy.
 - Conduct of Staff when appropriate.
 - General disciplinary issues including any necessary changes to policies and procedures.
 - Job description/person specifications
 - Recruitment procedures.
 - To view starters and leavers including exit interviews if Governors request

In undertaking this aspect of its work, the committee will take account of the annual DfE School Teachers' Pay and Conditions of Service.

Reporting to the Governing Board

The Full Governing Board will receive a copy of the minutes of the Resources Committee at its next meeting and the chair of the committee will address any issues / questions raised by the Full Governing Board.

The committee will report on all legal requirements within its remit which must be taken to the full Governing Board as well as any associated issues that relate to the work of the full Governing Board.