

## **Resources Committee**

### **Terms of Reference 2017-18**

#### **Meetings**

The committee will meet once per term plus additional meetings will be convened if required, by exception and with the agreement of the Clerk and Chair.

The agenda and all paperwork relating to a committee meeting will be circulated 7 days prior to each meeting.

All committee meetings will be formally minuted. The minutes will be circulated to all Governors with the agenda of the next Board of Governors meeting.

The Chair of the committee will lead the preparation of any requested report on matters relating to the work of the committee, for the Board of Governors.

All members of this committee will be required to have undertaken the Safer Recruitment Training due to their involvement in selection interviews.

#### **Quorum**

The committee will be quorate when 50% of the members are present, including at least 2 non-school employed governors.

#### **Committee Chair**

The Chair is elected each year by the Board of Governors. For the academic year 2017/18 the committee will be chaired by **Hooshang Rahmani**.

If the chair is absent from a meeting then **Helen Heap** Vice Chair, will run the meeting.

#### **Committee Aims**

This committee oversees the management of all school resources including, finance, staffing, the health and safety of everyone using the school and the maintenance/enhancement of the buildings themselves.

The committee will oversee how the school budget is spent, ensure that risks are being managed and advise the Board of Governors about any concerns relating to school finance, staffing, Health & Safety and premises management.

- Recommend the level of staffing within the school in consultation with the Head teacher and taking into account advice from the Department for Education (DfE)

The committee has delegated powers to carry out the following specific tasks:

- Review and approve statutory policies delegated to this committee, ensuring that they support the Trust and school's principles of equality and inclusion and meet all legal requirements.

## **Finance**

The committee's responsibilities include:

- Consider and oversee implementation of a three year financial plan, taking account of LLT Board requirements and projected pupil numbers.
- Monitor income and expenditure against budgeted plans and report termly to the Board of Governors, drawing attention to significant anomalies from the anticipated position.
- Ensure that the school's procedures comply with all legal requirements in relation to schools finance and procurement including the procurement code of practice, and that those procedures are reviewed periodically.
- Review any tenders for products and services.
- Monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated and to publish the information on the school's website as required by the School Information Regulations 2012.
- Approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea, and ensure that the school follows the risk assessment process.
- Recommend a Hiring/Lettings policy to the Board of Governors.

## **Staffing**

The committee's responsibilities include:

- Ensuring that equality issues are given full consideration in all staffing matters/decisions.
- Ensuring that all legal requirements for the appointment and employment of staff are in place including that procedures for the recruitment of staff, their appointment, contractual obligations, pension arrangements, monitoring of performance and process for dismissal are all clearly documented and adhered to, in line with National and Local Employment Regulations and as agreed with the Trade Unions.
- Ensuring that the school's records of recruitment including all DBS checks, are well maintained, up to date and have all information recorded for Governors, Staff and Volunteers.

- Appointing a Staff Disciplinary Appeal Sub-Committee as required, to work with the Executive Head teacher to hear any appeals against Disciplinary sanctions including Dismissal. This subcommittee to include the Chair of the Resources Committee and two other members.
- Appointing a Staff Grievance Appeal Sub-Committee as required, to work with the Executive Head teacher to hear any appeals against the outcome of a Grievance Hearing. This subcommittee to include the Chair of the Resources Committee and two other members.

### **Health & Safety and Premises**

The committee's responsibilities include:

- Ensure the school complies with health and safety regulations, including that a regular Audit of Risk is undertaken, and an action plan introduced, where necessary.
- Ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
- Ensure satisfactory arrangements are in place to ensure the health and safety of the community and outside users, when using school premises.
- Monitor accident reports and fire drills and where appropriate recommend and take advice on necessary corrective action.
- Establish and keep under review a Building Development and Refurbishment Plan to include a specific Accessibility Plan. Review the plan and agree priorities in the Spring Term.

### **Standing Items**

- Finance Report showing current and previous quarters and future predictions.
- Staffing Report – showing current position including current/known future vacancies and use/cost of cover in year to date.
- Policies scheduled for review
- Updated Premises Maintenance Plan
- Updated Accident Report summary
- Updated Risk Register