

## RESOURCES COMMITTEE

### Membership

The Committee will comprise up to 6 governors and where appropriate associate members to provide specific expertise and or skills. The attendance of 3 serving governors of the FGB forms a quorum.

### School Representative

Lead: Mrs Jane Cartwright  
Mr Mark Woodcock

### Quorum

The quorum for meetings of the Committee is 3 governors. The meeting will not take place unless the headteacher or her representative is present.

### Meetings

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

**Responsibilities:** all committees have the following responsibilities:

1. To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
2. To contribute to, monitor and evaluate relevant parts of the SEF, the school improvement plan and the policies allocated to them, reporting or making recommendations to the full governing body.
3. To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, 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.
4. To consider the views of staff when making strategic decisions that will impact on them
5. To consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. **See Annex A for information about the General Equality Duty**
6. To take appropriate action on any other relevant matter referred by the governing body.

**The Resources Committee** will monitor and evaluate the use of and impact of the school's budget, recruitment and professional development of staff, and premises.

### Finance

- ensure that the school operates within the financial regulations of EFA and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money
- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the three year school improvement plan previously agreed by the FGB;
- monitor the budget (and any other devolved funds) and ensure a termly report to the governing body drawing on evaluations from the other committees and making any appropriate

recommendations for future budgetary decisions.

### **Staffing**

- monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled
- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school improvement plan;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General Equality Duty in relation to staff. **See annex A**
- ensure the school complies with all requirements in relation to safer recruitment
- monitor and evaluate the impact of the budget for continuing professional development

The Committee will also nominate 3 governors to form the **Pay Review Committee** which will:

- 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\*\*;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the headteacher's performance review group in relation to whether to award the head an annual increment \*\*\*;
- scrutinise a sample of performance management review statements for staff to ensure a link between quality of teaching and pay progression

\*\*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

### **Premises, health and safety**

- draw up medium and long term plans relating to the repair, maintenance and development of premises and infrastructure and recommend action to the governing body;
- monitor and evaluate health and safety and emergency procedures ensuring that necessary checks and risk assessments are carried out and action points are implemented.

#### **Statutory policies and documents**

Accessibility Plan  
Allegations of abuse against staff  
Appraisal - Appraising Performance &  
Dealing with Capability Issues for All School  
Staff  
Capability  
Central Record of recruitment and vetting  
checks

Charging and Remissions policy  
Data protection Policy GDPR  
Dealing with allegations of abuse made  
against staff  
Disciplinary Policy  
Equality information and objectives/Single  
Equality Scheme  
Freedom of Information Scheme  
Grievance Policy  
Health and safety and risk assessments

Management of Sickness Absence  
Pay Policy  
Business Continuity Plan  
Staff Code of Conduct  
Support Staff Appraisal  
Whistle Blowing (required by guidance)  
Work-life balance policy

**Non Statutory policies and documents**

Business Continuity Plan  
Bullying and Harassment Policy  
CCTV Policy  
Critical Incident Plan  
Complaints Policy  
Discretionary Leave of Absence Policy  
Employee Relations  
EVC Policy  
Financial Management Schedule of  
Delegation  
Flexible Working Policy  
Income Policy  
Parental leave Policy  
Personal Technology Policy (formerly Digital  
Technology Policy)  
Recruitment & Selection Policy  
Staff Induction  
Staffing Reductions

## **Voting**

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

### **Voting rights of associate members on committees**

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

Terms of Reference agreed 8<sup>th</sup> October 2018

## **Annex A**

### **The General Equality Duty**

A school must have **due regard to the need to:**

- a) eliminate **discrimination**, harassment, victimisation and any other conduct that is prohibited by the Act
- b) advance **equality of opportunity** between persons who share a relevant protected characteristic and persons who do not share it
- c) **foster good relations** between persons who share a relevant protected characteristic and persons who do not share it.

### **Protected characteristics**

- Age (not pupils)
- Disability
- Ethnicity and race
- Gender
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Religion and belief
- Sexual identity and orientation