Eastfield Infant and Nursery School

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**Terms of Reference**

**Resources Committee**

**Date of approval: September 2024**

**Date of review: September 2025**

1)Membership

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the headteacher is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the Resources Committee.

The committee will elect from their number a chair at the first meeting of each academic year.

2) Name of Clerk

The governing body must appoint a clerk to each committee who must not be the headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.

3) Quorum

The quorum is the headteacher plus three members of the committee, one of whom is not a staff governor

4) Meetings

Meetings will be held regularly/at least once each term, as required. One week’s notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) Function

Decisions taken by the committee must be led by priorities identified within the School Development Plan, which should be costed within the Budget Plan. The main function of the Resources Committee will be to advise and work with the headteacher to seek the best use of the school’s resources to promote the best educational outcomes for children - subject to the following:

a) Finance

* In consultation with the headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the School Development Plan
* To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
* To annually complete the School Financial Value Standard, for the chair to sign and submit to the local authority
* As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise expenditure not in excess of £15,000 and authorise virement of an amount of money not in excess of 5% of budget
* All virements of funds must be reported to the full governing body
* To ensure that the school operates within the Financial Regulations of the local authority
* To monitor expenditure of all voluntary funds kept on behalf of the governing body
* To annually review charges and remissions policies and expenses policies
* To make decisions in respect of service agreements

b) HR/Personnel

The committee will have delegated powers from the governing body to:

* Draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA , the governing body, the staff and their unions/professional associations)
* Implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law
* Draft and recommend for adoption a strategic staffing plan and recommend to the committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments
* Establish and regularly review HR policies and procedures and ensure familiarisation with DFE guidance , in particular in relation to the following:

(Model policies can be found in the members section of [www.epm.co.uk](http://www.epm.co.uk)

Staff Recruitment and Selection

Support Staff Probation

 DBS Ex-Offenders Statement (Statutory Requirement)

 Staff Induction

Redundancy

Grievance Policy

Whole School Pay Policy (Statutory Requirement)

Health, Safety and Well Being

Teachers Appraisal and Capability (Statutory Requirement)

Performance Management of Support Staff

Personal Information

Equality and Diversity

Bullying and Harassment

EHRC Public Sector Equality (Statutory Requirement)

Shared Parental Leave

Flexible Working

Sickness Absence

 Special Leave of Absence

Whistleblowing

Physical Intervention

* Report to the governing body on all staff matters which relate to conditions of service
* Advise the governing body on all current HR developments which may affect the school's pay policy or budget
* Determine and monitor the appointments procedure on behalf of the governing body
* Set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place
* Delegate to the Headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school
* Ensure that governors on the Resources committee and other committees which have HR responsibilities are aware of and understand those responsibilities
* Ensure that all staff have an effective induction programme and compliance with the induction requirements for early career teachers
* Comply with the performance management regulations for teachers
* Ensure compliance with *Keeping Children Safe in Education*
* Form a salary appeals committee when required.

c) Buildings

* To advise the governing body on priorities, including health and safety, for the maintenance and development of the school’s premises so they provide a good learning environment to deliver the priorities in the School Development Plan
* To ensure arrangements are in place for repairs and maintenance
* In consultation with the headteacher, to oversee premises related funding bids
* To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
* To review that building development supports the school’s priorities as detailed in the School Development Plan
* To establish and keep under review an Accessibility Plan

d) General

* All meetings are minuted and circulated to the full governing body

6) Declaration of Interests

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.