

**ST PETER'S CE PRIMARY SCHOOL
GOVERNING BODY
TERMS OF REFERENCE**

RESOURCES COMMITTEE	
Members	The Committee shall comprise of a minimum of three Governors
Associate Members	The members have /do not have a vote.
Quorum	The Quorum for the Committee shall be three Governors
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers
Committee Chair	Elected by the Committee/Appointed by the governing body
Clerk to the Committee	Arranged by the Governing Body
Minutes	Approved by the Committee/Full Governing Body at its next meeting/
Reporting arrangements	Committee minutes will be received by the Governing Body
Date Adopted	
Signature of Chair of Governors	

Administrative Responsibilities
<p>Ensure there are effective clerking arrangements for the Committee. Ensure that the committee receives relevant, accurate, timely, user friendly reports on agenda items seven days prior to the meeting. Ensure decisions, including any changes are clearly minuted. To ensure that declarations of pecuniary interest are recorded at each meeting. Ensure that governors particularly committee members receive appropriate training.</p>

FINANCIAL PLANNING	
1.	To consider and approve the school's budget for submission to the Local Authority each year; and ensure it is presented to the Full Governing Body the next meeting of the governing body.
2.	To establish and maintain a three year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
3.	To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.
4.	To annually review and approve Service Level Agreements
5.	To review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the full governing body

FINANCIAL MONITORING

6.	To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
7.	To receive at least termly budget monitoring reports from the Head teacher and alert the Governing Body of potential problems or significant anomalies at the earliest opportunity.
8.	To report back to each meeting of the Governing Body and to alert them of potential problems or significant anomalies at the earliest opportunity.
9.	Subject to the local school financial regulations, to approve virements that will from time to time be necessary in response to the evolving requirements of the school.
10.	To annually review, the Schools Financial Value Standard (for approval by the full governing body) and ensure that any remedial action identified as part of the SFVS is undertaken
11.	To annually review skills analysis matrix for the financial management skills needed by the governing body, and arrange training as and when required.
12.	To receive and act upon any issues identified by the Local Authority audit.
13.	To ensure there are robust arrangements in place to guard against fraud

PREMISES

14.	To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
15.	To ensure that professional surveys and emergency work is carried out as necessary. <i>The Head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay could result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head teacher would normally be expected to consult the committee chair at the earliest opportunity.</i>
16.	To ensure that there is a Business Continuity Plan

STAFFING

17.	To ensure that the school is sufficiently staffed for the fulfilment of the school's development plan and the effective operation of the school.
18.	To ensure that the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Head teacher is properly applied
19.	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
20.	To establish the annual and longer term salary budgets and other costs relating to personnel matters, e.g. professional development costs
21.	To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (<i>to be updated every 3 years</i>).
22.	To ensure that there is a Designated Child Protection Officer who is appropriately trained.
23.	To ensure that procedures are in place for dealing with allegation of abuse against staff.
24.	To ensure the suitability of all adults working with children and young people on the premises at all times (including contractors, visitors and external groups as reflected in the Lettings Policy).
25.	To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training.
26.	To ensure that all staff and Governors undertake the appropriate level of training for The Prevent Duty and Channel.

APPOINTMENTS TO POSTS OTHER THAN HEAD AND DEPUTY/ASSISTANT HEAD			
Members of the Committee will participate in the appointment of staff in accordance with the delegation grid below.			
Level of Post	Head teacher	Governor involvement	Others who may be involved
Leadership Team incl SBM	YES	At least one Governor	As directed by the Head teacher
Main Scale Teachers	YES	At the discretion of the Governing Body	As directed by the Head teacher
Classroom support staff	YES	At the discretion of the Governing Body	As directed by the Head teacher
Administrative Staff	YES		As directed by the Head teacher
Cleaning and maintenance staff	YES		As directed by the Head teacher

APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL		
To make decisions that could result in dismissal:	Initial Decision to be taken by the Headteacher	Initial Decision to be taken by Ad hoc committee of the governing body
Consider redundancy of an employee		✓
Termination of employment of an employee on the grounds of performance capability		✓
Termination of employment of an employee on the grounds of ill health		✓
Disciplinary sanctions, or dismissal of an employee		✓

TO MAKE DECISIONS RELATING TO:		
Staff grievances not involving Headteacher	✓	
Staff grievances involving the Headteacher		✓
To hear appeals regarding Leave of Absence requests		✓
To hear appeals regarding requests for variation to contracts		✓

POLICIES AND PROCEDURES DELEGATED TO THIS COMMITTEE FOR APPROVAL

STATUTORY POLICIES
Health and Safety Policy including Risk Assessments
Teacher Appraisal Policy
Procedures for dealing with allegations of abuse against staff
Charging Policy
Staff Capability Policy
Remissions Policy
Data protection Policy
POLICIES AND PROCEDURES LISTED IN THE FINANCIAL HANDBOOK
Approval of the school financial regulations
Write-off Policy
Procedures for the Receipt, Opening and Acceptance of Tenders and Quotations
List of Authorised Signatories
Register of Key Holders
Lettings Policy
Debt Management Policy
Confidential Waste Policy
POLICIES REQUIRED BY INTERNAL AUDIT
Confidential Waste
Anti-Fraud, Bribery and Corruption Policy
Business Continuity Plan

STATUTORY POLICIES AND PROCEDURES DELEGATED TO THE HEADTEACHER
Decisions relating to requests for leave of absence
Accessibility Plan
Premises management documents
Register of Gifts and Hospitality