

Terms of Reference for the Resources Committee of the Governing Body of Offwell C of E Primary School

Membership:	John Tristram Phillip Ambler Susan Holohan Lorna Legg David Pavey
Associate Members:	None – Any member of the Governing Body may be called upon in order to make a meeting quorate.
Quorum:	4 to include the Headteacher - The committee shall not meet without the Headteacher being present or a substitute nominated by him/her.
Chair of Committee:	
Clerk of Committee:	Judy Davey
Meeting dates	6 x annually
Date agreed:	4 th October 2018
Date of review:	Autumn 2019
Committee Chair's Signature:	

Agreed at meeting of full Governing Body **September 2018** to delegate to Resources Committee
Signed (**Chair of Governors**):

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed.

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

The Governing Body's responsibilities for resources:

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

Where possible and reasonable the Governing Body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

Note from Governor Support: The level of delegated decision making given to a committee needs to be agreed by the full Governing Body. Full delegation (within legal requirements) is suggested below but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full governing body. All delegated decisions must be reported to the full Governing Body through the minutes from the committee.

Finance	
Lead Governor – (see appendix – governor responsibilities)	
In consultation with the Headteacher and taking into consideration: <ul style="list-style-type: none"> a. available resources b. sustainability of commitments c. the school improvement plan (SIP) d. forecast pupil numbers e. anticipated contractual liabilities f. other relevant factors the committee to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the Governing Body for its approval	R
To ensure the continued knowledge and understanding of governors in respect of the requirements of Schools Financial Value Standard (SFVS)	
To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan	D
To monitor budgets for all funds under the Governing Body’s control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Governing Body	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a: <ul style="list-style-type: none"> • Finance Policy • Budget Monitoring Policy • Charging and Remissions Policy • Governor Expenses Policy 	R D D D
To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure the annual audit of these funds	D
To make decisions in respect of service level agreements	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees	D
To monitor statistics, performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate	D
To receive audit reports and refer key issues to the Governing Body. Direct the response to such reports and ensure such reports are appropriately acted upon	D

Personnel	
Lead Governor – (see appendix – governor responsibilities)	
In consultation with the Headteacher, and giving consideration to the School Improvement/Development Plan, to review the staffing structure annually and whenever a vacancy occurs	R
To agree a Pay Policy for all members of staff	D
To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these	D
To approve the Performance Management Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D
To ensure that requirements for safer recruitment are in place	D

Premises	
Lead Governor – (see appendix – governor responsibilities)	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the school premises and grounds, security and environmental	
To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan)	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to	D
To agree a Lettings Policy	D

To agree and review an Accessibility Plan	D
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Health and Safety and Welfare	
Lead Governor – (see appendix – governor responsibilities)	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to Health and Safety issues within the school	
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
To ensure that safeguarding requirements are met in line with national legislation and local guidance	D
To ensure that nutritional standards meet the minimum requirements	D

Policies and Procedures delegated to this committee

Area	Policy /Procedure Title	Duration /review cycle
Accessibility www.	Disability Equality Strategy: Accessibility for All (DES and Accessibility Strategy)	3 years
Adoption	Corporate Schools Model Adoption Policy	3 years
Allegations www.	Managing Allegations of abuse against staff policy	3 years
Sickness STAFF	Managing Sickness Policy	3 years
Behaviour ADULTS	Code of Conduct - staff	3 years
Budget Monitoring	Budget Monitoring Policy	3 years
Capability	Optimising Staff Performance and Managing capability Issues in Schools	3 years
Charging and Remissions www.	Charging and Remissions Policy	3 Years
Disciplinary Policy & Procedure	Disciplinary Policy & Procedure (Devon Model Dec 2013 – formerly Conduct)	3 years
Data protection,	Data Protection, Retention of	3 years

records, archive	Records, Destruction and Archive Policy	
DBS	DBS – replaces CRB	3 years
DES (See Accessibility)	Disability Equality Strategy: Accessibility for All (DES and Accessibility Strategy)	3 years
Disclosure / Safeguarding	Managing Information Disclosed during Employment	3 years
Equality and cohesion www.	Equality and Cohesion policy	3 years
Emergency management Plan	School Emergency Management Plan and Emergency Procedures	Annual
Flexi-working	Flexible Working Requests Policy	3 years
Finance	Finance Policy	Annual
Financial Audit	Internal Audit Report	
First Aid Medicines www.	First Aid Policy (including Medicines in School)	3 years
Freedom of Information	Freedom of Information Publication Scheme	3 years
Grievance	Grievance Policy	3 years
Governor code conduct	Governors Code of Conduct Policy	Annual
Governor Exp	Governors' Allowance and Expenditure Policy	annual
Governor Visits	Governor Visits Policy	3 years
Health, Safety & Wellbeing www.	Health Safety and Wellbeing Policy	3 years
Induction / Staff	Staff Induction Policy	3 years
ITE	Initial Teacher Education Policy (ITT)	3 years
Internet safety www.	E-safety Policy	3 years
Interview safeguarding	Competency Interview Questions to address suitable personal behaviours for teaching, including safeguarding children and young people.	3 years
Intimate care	Intimate Care Policy	3 years
Inventory	School's Inventory	annual
Late / non collection	Late or Non-Collection of Children Policy	3 years
Lost Child	Lost Child Policy	3 years
Lettings	Lettings Policy - - part of Finance	3 years
Maternity	Corporate and schools Maternity Policy	3 years
Operational Plan WASP	WASP Operational Plan	3 years
Pay	Pay Policy for Schools	annual
Performance Mgt	Performance Mgt Policy	3 years
Photo / video / digital media www.	Safe Use of Photographs, video and other Digital media in school	Annual
Physical Restraint www.	Use of Force and Physical Restraint Policy Included within Safe Touch	3 years
Recruitment	Recruitment and Selection Policy	3 years

selection		
Redundancy	Schools' Redundancy Policy	1 year
Safe Touch	Safe Touch Policy	3 years
Smoking	Smoke Free Policy	3 years
Staff Leave & Absence	Staff Leave and Absence Policy	3 years
Staffing structure	Staffing Structure document	1 year
Transport	Transport Policy	3 years
Visitors in School	Visitors in School Policy	3 years
Volunteers www.	Volunteers Policy	3 years
Whistleblowing www.	Whistleblowing Policy	3 years
Work Experience	Work Experience Policy	3 Years