



**TERMS OF REFERENCE
RESOURCES COMMITTEE
2017/18**

- Introduction:** The Resources Committee supports the school aims and vision by monitoring financial and personnel issues on an ongoing basis.
- Membership:** At least three governors plus the Headteacher. In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.
- Quorum:** Three governors (one of whom can be the Headteacher)
- Chair:** To be appointed by the Governing Body at its first meeting in the Autumn Term, to continue in office until the first meeting of the Governing Body in the following Autumn Term. (should not be the Head Teacher)
- Clerk:** To be appointed by the committee at its first meeting in the Autumn term, to continue in office until the first meeting of the Governing Body in the following Autumn Term. (should not be the Head Teacher)
- Voting:** All governors who are members of the committee have voting rights. Associate members shall have limited voting rights; they cannot vote on any decision concerning the budget or financial commitments of the governing body and may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or a pupil.
- Meetings:** A minimum of one each term
- Remit:**
- to provide a strategic overview and challenge function to the Head Teacher and Governing Body in all matters relating to budgeting, finance, personnel and staff development.
 - To develop and monitor the school's budget, its capital budget and asset management, additional sources of funding, ensuring value for money and legality in financial spending.
 - To monitor staff structures, pay and performance management, and management of staff learning and development.
- Additionally**
- to liaise with other committees through the Chair.
- Reporting back:**
- Minutes will be made available to the next ordinary meeting of the Governing Body. This will include decisions made under delegated powers by the Committee and recommendations where there is no delegation.

Finance

- to contribute towards, and monitor the School Development Plan in respect of finance issues;
- to recommend the first budget plan of the financial year;
- to monitor the budget throughout the year
- to receive a report each term on the income and expenditure of all public funds and to provide a summary each term to the Governing Body;
- to prepare and review financial policy statements, including consideration of long term planning and resourcing, and also capital expenditure
- to carry out responsibilities delegated by the Governing Body in accordance with the financial scheme of delegation including reviewing the scheme;
- to monitor the effectiveness of the school's financial procedures including compliance with SFVS (Schools Financial Value Standards);
- to ensure the audit of non-public funds and report appropriately to the Governing Body;
- to monitor the impact and expenditure of the Pupil Premium Grant & Sports Grant (any other local/central government grant)
- to enter into contracts above £5,000 individual or in total to one counterparty, per annum (other than a staffing contract) and below £25,000 per annum (above recommend to Governing Body; below by Head Teacher);
- to agree virements between budget headings during the financial year above £5,000 and below £25,000 (above recommend to Governing Body; below by Head Teacher);
- to receive and consider reports (e.g. audit and SFVS reports) and consultation papers from the LA and other bodies concerning finance issues on behalf of the Governing Body;
- to oversee the capital budget and review expenditure of the school site
- to oversee the management of school lettings and review income from lettings
- To prepare and review the final year end report.
- To review Capital expenditure & income
- To oversee lettings income and policy

Personnel

- to contribute towards, and monitor the School Development Plan in respect of personnel issues;
- to agree with the Head Teacher a staffing structure for the school which meets the aims of the School Development Plan;
- to agree a pay policy for teachers and support staff, including the use of discretionary pay provisions, implement it, and review it annually;
- to sign off salary assessments for all teaching staff in accordance with the Pay Policy and most recent School Teachers Pay and Conditions Document;
- to review annually the Performance Management Policy;
- to receive an annual report from the Head Teacher on operational effectiveness of the performance management policy;

- to monitor the effectiveness of staff development activities;
- to assist in drafting or reviewing job descriptions when vacancies occur;
- to establish appointment panels for Leadership posts;
- to receive and consider reports and consultation papers from Haringey Children and Young People’s Service and other bodies concerning personnel issues on behalf of the Governing Body;
- To establish and monitor the exit interview process for all teaching staff leaving Chestnuts Primary School.
- To monitor the staff development of Newly Qualified Teachers

Decisions about the pay of individuals

- these will be treated as confidential, recorded as confidential and, if required, reported to the Governing Body under “Part Two”
- Governors working in the school, apart from the Head Teacher, cannot be involved in these decisions. The Head Teacher cannot make decisions about his/her own pay.

Additional:

- Resources will manage any other matter that has material financial or personnel implications on the school resources.
- to lead on the review and reporting back to full Governors on the changes to the Ofsted Inspection Schedule.

Signed: Chair of Committee: **Dated:**

Signed: Head Teacher : **Dated:**