

Ashbrook Infant and Nursery School

Terms of Reference for the

Resource Management Committee (Finance)

1. To prepare consider each year's School Improvement Plan and budget plan and options for consideration and approval by the Governing Body. *(NOTE: Functions relating to the approval of the first formal budget plan of the financial year can be delegated to the committee – Audit services would still recommend that the final approval should remain with the whole Governing Body).*
2. To monitor the budget and make recommendations to the Governing Body for any year changes.
3. To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
4. To recommend virements between budget heads in excess of any delegation granted to the Headteacher under the Governor' Scheme of Financial Delegation.
5. To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation
6. To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance
7. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body
8. To make recommendations to the Governing Body on the financial aspects of the Governors' Scheme of Financial Delegation
9. To determine with the Premises Committee (if established) the arrangements and the scale of charges for the letting of school premises and other remissions.
10. To consider and give advice on any matter involving finance or financial management referred t by the Governing Body
11. To ensure that the principles of Best value are followed when making decisions.

Functions Delegated to the Headteacher

As per the Governors' Scheme of Financial Delegation.

Example

Headteacher to be responsible for the day-to-day management of the budget and subject reporting to the Resource Committee:

- a) To make permitted virements within the budget to a maximum of £1,000*
- b) To make a purchase up to the value of £5,000 without obtaining three written quotations, but ensuring that the school obtains best value for money.*
- c) To make purchases up to the value of 5% of all invoices per year.*

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i. Functions relating to the alteration, discontinuance or change of category of maintained schools
- ii. Functions relating to the approvals of the first formal budget plan of the financial year
- iii. Functions relating to school discipline policies
- iv. Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions)
- v. Functions relating to admissions

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair or Vice-Chair, the appointment of the Clerk, the suspension of Governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meetings.

The committee will:

- At the first meeting each academic year:
 - Make recommendation on the appointment of Committee Chair
 - Review the terms of reference and remits for the committee
 - Report on these matters of the next meeting of the Governing Body
- Ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full Governing Body meeting
- Hold at least one meeting each term
- Operate with a quorum of at least two governors

Members of Committee: Margaret Smith (Chair of Governors) Helen Roebuck (Headteacher) Denise Ball Karl Moore	Chair of Committee: Margaret Smith
Meeting dates for Year: Meetings held at 10am on the same day as the governors.	Quorum: Not less than 2 members
Date Reviewed: 28 th September 2021	

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Terms of Reference for the

Resource Management Committee (Personnel, Pay & Performance Management)

1. To review any changes in pay and condition arrangements for all teaching employees and the exercise of Governing Body's discretion
2. In the light of any changes to prepare recommendations for changes to the Pay Policy for the Resource Management Committee/full Governing Body to consider and decide
3. To receive from the Headteacher and nominated Performance Management Governors such recommendations as are required and appropriate to the exercise of the Governing Body's and Pay Policy Committee's delegated responsibilities
4. To carry out the statutory annual Salary Review and agree the annual salary for all teachers employed at the school in accordance with this policy, and the requirements for the School Improvement and Post OfSTED Action Plans.
5. To issue instructions to prepare and issue the annual Salary Statements for all teachers as appropriate
6. To refer, as appropriate, any budget considerations to the Resource Management Committee

The Pay Policy Committee will be advised at the annual meeting by the Headteacher except in relation to the statutory annual Salary Review for the Headteacher when it will be advised by the nominated Performance Management Governors

Any Governor or person with a direct personal or business interest will withdraw from the meeting.

The Pay Policy Committee may meet to undertake a non-statutory salary review at any other time, if there is a need to do so. For example:

1. To award additional Management, or other Allowances for specific responsibilities or duties undertaken by a teacher later in the year.
2. To consider the award of, or on the expiry of, a fixed term Management, or other Allowance
3. To correct errors which come to light at times other than the statutory annual Salary Review.

To consider changes to the Headteacher's, Deputy Headteacher's, or Assistant Headteacher's Individual School Range.

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters.
2. **Discipline/Grievance** – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body
4. **Staffing Structure** – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's management team.
5. This committee will also have responsibility for the following:
 - i. Absence Management and Monitoring
 - ii. Harassment and Bullying
 - iii. Competence
 - iv. Recruitment and Retention Policy

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**Terms of Reference for the
Resource Management Committee (Premises & Health & Safety)**

1. To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Body (with reference to the Asset Management Plan)
2. To be responsible for monitoring the fabric of the school premises and within the budget provisions, authorising maintenance work.
3. To be jointly responsible with the finance committee, for determining a policy and scale of charges for the letting of the premises
4. To be responsible for monitoring the performance of the cleaning, ground maintenance and catering service
5. To be responsible for overseeing the arrangements for caretaking
6. To consider improvements/alterations to school premises and to make recommendations to the Governing Body, which shall forward proposals to the LA for consideration and approval
7. To draft/agree specifications for any work to the building to be undertaken by outside contractors, this is funded from the delegated budget
8. To be responsible for monitoring the arrangements for the security of the premises
9. To consider requests to improve/replace furnishings within the school, within budget provision]to monitor the operation of the LA's health and Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of employees, pupils and visitors to the school, and to make recommendations to the Governing Body
10. To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible
11. To make recommendations for updating the School Improvement Plan as it relates to the management of school premises
12. Accessibility planning

Functions Delegated to the Headteacher

- i. To be responsible for day to day minor repairs and maintenance
- ii. To be responsible for the arrangements for letting the school premises

- iii. To be responsible for liaison with contractors where such work is funded from the school's budget
- iv. To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee and if appropriate the LA
- v. To be responsible for the day to day health and safety arrangements in the school