

TERMS OF REFERENCE RESOURCES COMMITTEE

September 2022

Jubilee Primary School and Fernbank Children's Centre

A. MEMBERSHIP AND COMMITTEE PROCEEDINGS

1. The Committee is a sub-committee of the Full Governing Board and will consist of at least three members of the Governing Board plus the Head Teacher. The school's Business Manager will be an associate member but will have no vote.
2. The Committee shall not be quorate unless three members of the Committee (not including the Business Manager) are present. The Head Teacher may count towards the quorum.
3. In the absence of the Chair, members shall elect one of their number to take the Chair for that meeting.
4. All Governor Members of the Committee shall be entitled to vote and, in cases of deadlock, the Chair shall have a second or casting vote. In the event that the matter is unresolved it will be referred to the Full Governing Board.
5. The Committee will meet at least termly and at other times when appropriate. In urgent situations where it is impractical to call a meeting of the Committee, the Chair may act on its behalf, but should report back to members as soon as possible.
6. The committee meeting will not be open to the public but non-confidential minutes shall be made available if requested.
7. Members of the Committee, its Chair and Clerk will be appointed/reappointed on an annual basis at the first meeting of the Governing Body in the academic year.
8. These terms of reference of the Committee will be reviewed and renewed annually at the first Full Governing Board meeting (or at changes of leadership circumstances) of each academic year and will be presented to the Full Governing Board with a copy of the Financial Code of Practice.
9. Clerking will be undertaken by a member of the Committee who will record minutes of the Committee meeting and will circulate a draft to the Committee within 14 days of the relevant meeting. Minutes will be approved at the next following meeting.

B. POWERS AND RESPONSIBILITIES DELEGATED TO THE COMMITTEE

Policy Review Functions

1. To establish, keep under review at appropriate intervals and to monitor implementation and effectiveness of schools policies in relation to:
 - Financial Code of Practice. (Annual review);
 - Charging (including for school dinners, trips and extended services). (Annual review);
 - Staffing structure;
 - Staff discipline, conduct and grievance;
 - Emergency management;
 - Recruitment (including safer recruitment);
 - Staff development;
 - Whistle blowing;
 - Performance management;
 - General Data Protection Regulations

And any other school policy relating to financial management, staffing or premises.

Finance and Audit-related Functions

1. To agree annually at the start of the school's financial year a Best Value Statement.
2. To consider the School Priorities, the delegated budget and other revenue, and prepare a corresponding annual budget.
3. To ensure adherence to all financial controls and procedures, as stipulated by Hackney Education/London Borough of Hackney and to ensure the probity of the school's accounting procedures.
4. To ensure that the school's day-to-day financial management is established on firm principles of financial monitoring and control.
5. To require monitoring reports of expenditure and income against the school's delegated budget, from the school's Business Manager, at each of the Committee's regular meetings and to review the school's procedures for financial monitoring and control on an annual basis (Controls Assurance).
6. To authorise expenditure as prescribed in the school's Financial Code of Practice.
7. To authorise virements between account headings.
8. To monitor spending against the school and Children's Centre budget and to ensure that expenditure remains within the prescribed limits.
9. To open any bank account (private funds only) and to approve or vary signatories thereto.
10. To approve any budget surplus spending plan or budget deficit recovery plan.
11. To arrange for annual audits of accounts.
12. To invite tenders for material expenditure and authorise the appointment of contractors.
13. To appoint one of its members (not being a staff member) to carry out the performance management of the Head Teacher in conjunction with the Chair of the Governing Board, ex officio.
14. To authorise any redundancy in relation to any member of staff.

Human Resources Functions

1. To handle all matters relating to recruitment / the appointment of senior management team members.
2. To approve changes to job descriptions of senior management.
3. To consider the welfare and work life balance of staff.
4. To take advice from Hackney Education/London Borough of Hackney on any matter related to financial management or staffing.
5. To determine terms and conditions of support staff.
6. To instigate and/or authorise any disciplinary action (including termination) of any member of staff.
7. To act on the governing body's behalf in implementing the pay policy;
8. To ensure that annual performance objectives are set and reviewed for leadership group members other than the Head, and for any other teachers subject to performance review. Such teachers will normally be members of the School Leadership Team (SLT).
9. To record salary decisions clearly and report back to the governing body where necessary;
10. To monitor and review the School's performance management frameworks.

Premises and Health and Safety functions

1. To provide support and guidance for the school on all matters relating to the school premises and grounds, health and safety and security.
2. To audit and review the use of premises, equipment and resources to ensure they match school development priorities.
3. To ensure that maintenance, decoration and equipment/furniture renewal is planned.
4. To ensure school keeping, cleaning, litter clearance, grounds maintenance and security arrangements are in place.
5. To ensure that the school complies with statutory health and safety requirements. That London Borough of Hackney's Health and Safety Policy is complimented by the school's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents.
6. To ensure there are rigorous systems for active monitoring (auditing health and safety management systems, inspections, and risk assessments) and reactive monitoring (accident/incident investigation) and reacting to identified faults within the school.
7. To oversee site security arrangements and practice, and review periodically.
8. To oversee arrangements for the use of the school premises by outside users, to include preparation and annual review of a lettings policy.
9. To consider and progress capital building works and liaise with the London Borough of Hackney concerning such plans/works.
10. To appoint architects, builders, ground maintenance teams, surveyors etc. according to the established procedures laid down by the London Borough of Hackney and school governors and monitor all aspects of their work.
11. In consultation with the Head Teacher and Business Manager to oversee premises-related funding bids.
12. To establish and keep under review an Accessibility Policy.
13. To receive reports from the School Business Manager and to delegate powers for day-to-day matters to the Head Teacher.

Matters to be reported to the Governing Body at the next available meeting

1. Approved minutes of the Committee are to be presented at the next Governing Body meeting.
2. All virements and budget changes in excess of £5,000.
3. All capital expenditure in excess of £10,000.
4. The budget for each financial year as approved by the Committee.
5. Any budget variances which exceed 5%.
6. Any budget surplus spending or deficit recovery plan.
7. The opening of any new bank account and/or approval or variation of signatories.
8. Significant changes to financial management or staffing policies.
9. Any disciplinary action, termination or staff redundancy