

EDWINSTREE MIDDLE SCHOOL**RESOURCES COMMITTEE****Structure and Conduct**

- 1 The Terms of Reference of the Committee will be reviewed and renewed annually at a governing body meeting in each academic year
- 2 The Committee will be appointed on an annual basis at the first meeting of the governing body in each academic year. The Governing Body may, if it so wishes, make changes to the membership of the Committee during the academic year.
- 3 The Committee will consist of the Head Teacher (ex-officio), plus four other Governors, and the Chairman of the Governing Body if he/she so chooses
- 4 The Governing Body will appoint a Chairman of the Committee to serve for a term the Governing Body shall decide
- 5 The Governing Body will appoint a Vice-Chairman of the Committee to serve for a term the Governing Body shall decide. The Vice-Chairman will conduct the business of the Committee in the absence of the Chairman
- 6 The Committee may, if they so wish, propose suitable persons to the Governing Body to be co-opted to the Committee as non-voting members to provide additional expertise.
- 7 The Committee shall not be quorate unless four Governor members of the Committee are present.
- 8 Governor members of the Committee shall be entitled to vote. The Head Teacher, as an ex officio member of the Committee, shall be entitled to vote. The Chairman of the Governing Body shall be entitled to vote provided they accept to be an ex officio member of the Committee. No other person is entitled to vote The Chairman does not have a casting vote.
- 9 Minutes of meetings will be made to record the names of those attending, the time and place, and any discussion, action points or recommendations to be made to the Governing Body, clearly indicating which are decisions and which are recommendations. Recommendations must be framed in such a way as to offer the Governing Body clear proposals or alternatives to debate and decide upon.
- 10 Alternate arrangements for members of the Committee to participate or vote at meetings of the Committee (including but not limited to by telephone, video conference and written resolution. In such circumstances. all members entitled to vote must agree to a decision for it to have effect
- 11 Draft minutes will be circulated to all members of the Governing Body as soon as possible after the meeting.
- 12 The Committee will consider matters as directed by the Chairman of the Governing Body and take advice when and as appropriate from the Head Teacher
- 13 Members of the Committee are expected to attend appropriate training courses as soon as possible after appointment and thereafter as appropriate.
- 14 The Committee will meet at least once per term
- 15 The normal procedures and regulations appertaining to the full Governing Body shall also apply to the Committee

Financial Responsibilities

16 On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties:

- to review financial policy statements, including long term financial plans, and to provide guidance and assistance to the Head Teacher and Governing Body on financial matters.

16 To consider the school's budget delegated by the Local Authority (LA) and other revenue and to review **and approve** the appropriate budget proposals prepared by the Head Teacher for the governing body to consider.

- To monitor the spending against the Individual School Budget (ISB) and to ensure that expenditure remains within the prescribed limits. This will involve consideration of the quarterly statements (as a minimum) from the school budget monitoring system.
- To consider and authorise virements (transfers) between budget heads in accordance with the Scheme of Financial Delegation (SOFD) The governors have formally delegated the day to day management of the budget to the Head Teacher within spending limits agreed in the budget with discretion to vire (transfer) between budget heads in accordance with the SOFD.
- To authorise all extraordinary expenditure up to £20,000.
- To consider extraordinary expenditure required in excess of £20,000 and make appropriate recommendations to the full governing body.
- To consider and write off bad debts in accordance with the SOFD.
- To approve of any necessary insurance arrangements.
- To supervise the governors' finances and accounts.
- To provide assistance where necessary to the auditors.
- To review and approve the school's financial procedures.
- The authority to open any bank account and to approve or vary the signatories thereto in accordance with the SOFD.
- The Committee is to ensure best value when considering and approving expenditure.

17 To advise the Governing Body on such matters as:

- The budget needed to run the school in accordance with statutory requirements and the agreed school Development Plan.
- Ensuring that the Governing Body's financial policy and actions are in accordance with legislation, other statutory requirements and the recommendations of the LA.
- Prioritising on major items of expenditure.
- Review the purchasing of services from the LA or elsewhere.

- Generating additional income from sources other than the LA.

18 Undertake all duties as specified within the Schedule of Financial Delegation (SOFD).

Buildings & Contents Responsibilities

19 On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties:

- In association with the Head Teacher the Committee is responsible for liaising with Hertfordshire County Council, St Albans Diocesan authorities and other appropriate bodies, in order to obtain competent advice and assistance on Building and Maintenance matters to assist the Governors to comply with any appropriate legislation.
- The Committee is responsible for the general upkeep of the building and grounds of the school, ensuring that the best environment is provided for learning within the school.
- The Committee is responsible for monitoring the accessibility of the school for disabled pupils; including planning and implementing necessary activities.
- The Committee is responsible for reviewing and implementing the Quinquennial Report, to prioritise works and to make recommendations to the Governing Body on which works are required and when.
- The Committee is responsible for ensuring there is in place adequate Insurance cover in respect of the Building, Contents & Liability.

Health and Safety Responsibilities

20 On behalf of the Governing Body, the Committee is concerned with the health and safety of those employed at, or visiting, Edwinstree Middle School, Buntingford and will have delegated powers to undertake the following duties:

Policy

- (a) The Committee is responsible for producing and reviewing the Health & Safety Policy and for recommending changes for approval by the full Governing Body. This review is to be carried out annually during the summer term and at other times when advised by the LA.
- (b) In association with the Head Teacher, the Committee is responsible for liaising with Hertfordshire County Council, the St Albans Diocesan authorities, and other appropriate bodies in order to obtain competent advice and assistance on health, safety and welfare matters to assist the Governing Body to comply with the requirements of health and safety legislation.

Implementation

- (c) The Committee is responsible for ensuring, that the Governing Body is kept informed of the advice and guidance on Health & Safety matters from Hertfordshire County Council, the St Albans Diocesan authorities and other appropriate bodies .

- (d) The Committee is responsible for Implementing, the Health and Safety Policy approved by the Governing Body to ensure a safe working and learning environment is provided for the Governors, Head Teacher, staff, pupils, contractors and visitors to the school and those hiring the premises
- (e) The Committee is responsible for ensuring, that the Governing Body carries out its duties and responsibilities to cooperate with, coordinate, and inform other employers whose employees work on the school premises
- (f) The Committee is responsible for cooperating with safety representatives appointed by recognised trade unions, in accordance with arrangements agreed by the LA

Monitoring

- (g) The Committee is responsible for monitoring the implementation of the policy by:
 - Safety audits/inspections to be carried out at least once annually and otherwise when necessary
 - Ensuring the submission of reports requested by the Hertfordshire County Council Health & Safety Manager
 - The Committee is responsible for Health & Safety matters on School Trips and updating The Schools Trips Policy

Personnel Responsibilities

- 21 On behalf of the Governing Body, the Committee will have delegated powers to undertake the following personnel duties :

Recruitment and Selection of staff

- (a) To review staffing requirements whenever a vacancy occurs in conjunction and in relation to the School Improvement Plan
- (b) To delegate to the Head Teacher the power to deal with day-to-day staff adjustments provided these fall within the agreed budgetary constraints

Staff Pay and Conditions

- (c) To meet the aims of the school Pay and Conditions policy
- (e) To review staff salaries annually as required by the regulations contained in the Pay and Conditions policy
- (f) To recognise within the salary structure increased responsibility, whether temporary or permanent, and to recommend the detailed criteria to be used for management points.
- (g) To review and approve the annual budget needed for pay and to ensure that when new appointments and awards are made that costs remain within the budget for pay.
- (h) To recommend to the full Governing Body the staff salaries for the forthcoming year.

- (i) To ensure that detailed records are maintained of all matters relating to pay and that staff have access to their own record.
- (j) To consider and promote ways, other than through pay, in which staff may be supported.
- (k) To ensure that every member of staff has a contract or letter of appointment (delegated to the Head Teacher, with copy in Chair of Governing Body).
- (l) To ensure all staff have clear job descriptions.
- (m) To draft and review, in consultation with staff and the LA, following LA procedures, criteria for redundancy, for approval by the Governing Body.

Performance Management and Professional Development

- (n) To ensure that all staff receive an annual appraisal of their performance in line with statutory requirements.
- (o) To ensure that the Head teacher's performance review is conducted on an annual basis.
- (p) To review staff targets on an annual basis.
- (q) To review staff professional development on an annual basis

Code of Conduct

- 22 On behalf of the Governing Body, the Committee will have delegated powers to monitor the completion by all members of the Governing Body of their Pecuniary Interest returns. The Committee will report to the Governing Body as appropriate

Policy Management

- 23 To ensure that the following policies and procedures are in place and are in accordance with Statutory, LA requirements and National Policies:

Annually

- Charging
- Hiring
- Health and Safety
- Lone Working

Bi-Annually or as appropriate

- Safeguarding
- Continuing Professional Development
- Equal opportunities and Race Relations
- Freedom of Information
- Leave of Absence and absence management
- Managing Staff Sickness
- Performance Review
- School Care and Complaints

- Staff appointments
- Staff grievance, discipline and capability procedures
- Staff Pay

Reviewed and agreed by Resources Committee – 19.05.16

Reviewed and agreed by full Governing Body - 07.06.16