



RESOURCES COMMITTEE

Terms of Reference

Membership

The membership of the Committee shall be the Headteacher and at least two governors appointed by the Governing Body. The Committee shall have such co-opted members as the governing body shall appoint. The Committee may take recommendations for these appointments. The convenor is the Chair of the Committee.

Quorum

The quorum for meetings of the Committee shall be three governors. The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

Clerking

Clerking will be undertaken by the committee.

Meetings

The Committee will meet at least once a term, in advance of the main governing body meeting, with additional meetings as necessary

General: all committees have the following responsibilities:

- To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing body to fulfil its strategic role. The committee will, in consultation with the headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan reporting or making recommendations to the full governing body.
- To review school policies when needed, having regard to changes in legislation and any guidance issued by the Secretary of State, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Resources Committee will:

- Provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- Prepare and review financial policy statements, including consideration of long term planning and resourcing.
- Recommend an annual budget to the Governing Body for approval, including finance to support each year's priorities in the school development plan.
- Monitor the income and expenditure of all public funds (i.e. budget share, and other funds devolved by the LEA, e.g. Standards Fund) and report the financial situation to the Governing Body each term.

- Agree the scheme of financial delegation with the Headteacher for the day-to-day financial management of the school.
- Vire funds, if necessary, within limits set by the Governing Body.
- Ensure the audit of non-public funds for presentation to the Governing Body.
- Receive and where appropriate respond to periodic audit reports of public funds.
- Review and decide staff salaries annually in accordance with Governing Body and relevant Pay and Conditions documents.
- Draft criteria for the approval of the GB about the use of discretionary elements of pay provisions and make recommendations about implementing them
- Establish the annual and longer-term salary budgets and other costs in relation to personnel e.g. training.
- Agree and sign the Annual Statement of Internal Control and any other required documentation.

The Resources Committee will:

- Establish and review the staffing structure for the school in order to meet the aims of the school's Learning Improvement Plan, and to review the structure at least annually.
- Ensure that all staff have agreed Job Descriptions which are regularly reviewed.
- Ensure arrangements for advertising, shortlisting, and interviewing candidates for appointment, in accordance with good personnel and equal opportunities practice, and to ensure that all contractual arrangements are in place.
- Establish and review as necessary, a range of relevant personnel policies and procedures, which should include:
 - Consultation - To establish and keep under review, a staffing policy for approval by the Governing Body, and to undertake any formal consultations on personnel matters.
 - 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.
 - Redundancy - To establish and review, in consultation with staff, criteria for approval by the governing body
 - Staff Absence -To agree a policy on sickness management, to monitor staff absence.
 - Appraisal -To establish and review an Appraisal policy to ensure that the needs of staff and of the school are met.
 - Pay -To establish and review a Pay Policy
- Consider any such policies that do not naturally fall into the remit of the Curriculum Committee.
- Attend relevant training courses and review available advice to ensure that the responsibilities above are carried out effectively.
- Adopt Islington's personnel policies and procedures, subject to amendments by the Governing Body.

Records

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

Notice of Meeting

The Committee shall meet at least once a term and otherwise as required. Members of the Committee shall normally be given at least seven days' notice of a meeting.

Chair

The Governing Body from among the Committee's membership shall appoint the Chair of the Committee or delegate the Committee to do so at its first meeting.