

Campsbourne School
Terms of Reference for Resources
(incorporating Premises and Health & Safety) 2017

- Membership:** At least four governors plus the head teacher. 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:** 50 (fifty) percent or more of the members of the committee being present.
- Chair/Deputy Chair:** Both 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.
- Clerk:** A named individual, who can be a governor (including the committee chair) but not the head teacher, will be appointed by the governing body at its first meeting in the Autumn term.
(a committee with delegated powers must have a clerk)
- Voting and Confidentiality:** All governors 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 per term.
- Remit:** Relating to Resources matters:
- to provide guidance and assistance to the Headteacher and Governing Body in all matters relating to Budgeting and Finance, Personnel and Staff Development
 - to contribute towards, and monitor, the School Development Plan and Post Ofsted Action Plan in respect of finance, personnel and staff development issues
 - to receive and consider reports and consultation papers from the LEA and other bodies concerning finance and personnel issues on behalf of the Governing Body
 - to review the Schools' self-assessment against the DfE SFVS on an annual basis and the action plan drawn up to address issues identified, as required
 - to consider the first budget of the financial year in light of the School Development Plan and Medium Term Budget, recommend it to the Governing Body for approval and to approve subsequent budget amendments
 - to receive quarterly reports on the income and expenditure of all public funds and to provide summaries of these to the Governing Body
 - to prepare, and review biennially, financial policy statements, including consideration of long term planning and resourcing

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- 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 schools' financial procedures and review the procedures biennially
- to consider the annual Statement of Internal Control for approval by the Governing Body, taking into consideration the Schools' self-assessment of the controls within its financial systems and other members of its financial management
- to ensure the audit of non-public funds and report appropriately to the Governing Body
- to enter into contracts above £15,000 and below £25,000 per annum (above recommend to the Governing Body; below by Headteacher)
- to agree virements between budget headings during the financial year above £5,000 and below £10,000 (above recommend to the Governing Body; below by Headteacher)
- to agree with the Headteacher a staffing structure for the school which meets the aims of the School Development Plan
- to establish appointment panels for headteacher and deputy headteacher posts and, with the agreement of the headteacher, other leadership groups posts
- to arrange governor representation at other appointment panels on request of the Headteacher
- to agree a pay policy for teachers and support staff, including the use of discretionary pay provisions, implement it, and review it annually
- to formally sign off salary assessments for all teaching staff in accordance with the Pay Policy and most recent School Teachers Pay & Conditions Document
- to agree salary progression for leadership group posts, other than the headteacher, on recommendation from the headteacher
- to agree salary progression for the headteacher consequent on a report from the performance review governors
- to review annually the Performance Management Policy
- to receive an annual report from the Headteacher on the operational effectiveness of the Performance Management Policy
- to monitor the effectiveness of Staff Development activity
- to assist in drafting or reviewing job descriptions when vacancies occur

Relating to Premises and Health & Safety matters:

- to provide guidance to the governing body, and support for the head teacher, on all matters relating to the school premises and grounds, security and health & safety;
- to contribute towards, and monitor, the School Improvement Plan in respect of premises and health & safety issues;

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- to prepare, monitor and review the premises/site development plan in the light of present and projected pupil and staff numbers and curriculum policies;
- to progress the Accessibility Plan;
- to ensure that regular health & safety checks take place and to receive reports on such checks;
- to monitor the implementation of health and safety legislation within the school;
- to prepare a lettings and charges policy for the approval of the governing body;
- to monitor the preparation and implementation of premises contracts, energy conservation, rolling programmes, etc.;
- to receive and consider reports and consultation papers from the LA and other bodies concerning premises issues to provide guidance to the governing body;
- to ensure health & safety health & safety yearly audit inspection is carried out and ensuring that necessary remedial action is carried out;
- the appointment of a health & safety liaison governor;
- to produce and monitor the Premises Development Plan;
- monitor physical upkeep of the school and ensure necessary repairs, maintenance, decoration, etc, are met;
- ensure that the school environment is conducive to learning;
- monitor security;
- to liaise with other committees through the chair.

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' (confidential items)

Governors working at the school, apart from the Headteacher, cannot be involved in these decisions. The Headteacher cannot make decisions about his/her own pay.

Reporting Back:

A written report will be made to the next meeting of the governing body which will include decisions made under delegated powers by the committee and recommendations when there is no delegation.

Note: Governing bodies have no powers to direct head teachers over any function belonging in law to the head teacher.



25/1/17

DAVID LAMBERT