Resource Management Committee – Terms of Reference

Membership: [Appointed by the Governing Board]

Quorum: Not be less than three Governors who are members of the Committee.

(The Committee can however, specify a higher limit).

No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.

Chair: Annually appointed (usually in the Autumn Term).

(The Governing Board will decide whether to appoint the Chair or whether the Committee should do this)

In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from among their number.

Meetings: Termly (or dependent on present circumstances of the school.)

Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Principal

Remit: 1. To act on behalf of the Governing Board in matters relating to:

- Finance
- Human Resources
- Premises
- Health and Safety issues
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when
- undertaking all committee functions.

Approved

The remit of the Resource Management Committee in detail:

A. Finance

Delegated Powers

To act on behalf of the Governing Board on:

- Actions following financial advice provided by the LA and central government.
- levels of financial delegation and monitoring such delegated powers
- reviewing, adopting and monitoring a Finance Policy and associated statements
- establish and maintain a long term plan (3 year) and resourcing, taking into account the priorities of the School Improvement Plan
- drafting and approval of the annual budget taking into account priorities of the School Improvement Plan. (it is recommended that this is further ratified by the Governing Board)
- ensuring that Value for Money principles are taken into account when determining expenditure

- ensuring sufficient funds are set aside for pay increments as recommended by the Headteacher
- the awarding of contracts and approving service level agreements and insurance arrangements
- To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment
- ensuring that the Pupil Premium, Sport Premium Funding is used effectively and can be accounted for.
- budget monitoring (with the Headteacher) at least termly
- to review, submit and ensure compliance with Schools Financial Value Standard (SFVS) including undertaking any actions identified
- monitoring of expenditure patterns
- effectiveness criteria and financial implications inform decision making
- the auditing arrangements for school fund and other voluntary funds to ensure funds are properly audited

Other responsibilities

To consider and make recommendations to the Governing Board on:

- a budget for the year based on development priorities (eg School Improvement Plan)
- To review, adopt and monitor all additional financial policies including policies on Charging and Remissions and Governor Allowances addressing any potential problems or significant anomalies at the earliest possible point.

Approved

Staffing

Delegated powers

To act on behalf of the Governing Board on:

- the staffing establishment and structure, based on the Headteacher's recommendations, the school development plan, resources available and effective operation of the school.
- ensuring any recruitment practices comply with safer recruitment requirements
- ensure that a single central record is maintained for all employees and volunteers and complies with Safeguarding requirements
- actions following personnel advice provided by the HR adviser (Debbie Judd HR)and set down in the Staff Handbook and ensuring all appropriate HR policies are regularly reviewed and in place including the Teacher Appraisal Policy, Capability Policy implementing the procedures for the management of change and staff issues as above.
- the school's compliance with statutory obligations regarding employees consideration of work life balance for Headteacher and teachers and the arrangements for CPD.
- consultation procedures with recognised trade unions
- ensuring that salary decisions for all teaching staff are undertaken annually (including the Headteacher) and are consistent with appraisal outcomes (this should be through an appointed Pay Committee, which may be a sub group of the Resource Management committee)
- to receive an annual report on the performance management/ appraisal processes within the school

The Governing Board may also delegate the following to the committee, although these responsibilities would normally be delegated to the Headteacher :

- the dismissal of a member of staff. (The Committee will consist of two Governors for this purpose)
- any other decision concerning an individual member of staff, which is the responsibility of the Governing Board and against which the member of staff has a right of appeal. (The Committee will consist of two Governors for this purpose)

Other responsibilities

To consider and make recommendations to the Governing Board on:

- procedures for dealing with the management of change, including redundancy and redeployment
- procedures for dealing with staff issues, including discipline, conduct, grievance, dismissal and redundancy
- a whole school pay policy (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service

Approved

C. Premises

Delegated powers

To act on behalf of the Governing Board on:

- advice provided by the LA and set down in the Premises Management Documents
- a statement of priorities for the maintenance and development of the premises and grounds after inspection annually and in accordance with the Asset Management Plan
- to keep under review the school Accessibility Plan.
- the cost arrangements for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- arrangement of professional surveys and emergency work as necessary the preparation and implementation of contracts
- the quality of cleaning and grounds maintenance
- To make arrangements for the committee to inspect the premises on a regular basis

Other responsibilities

To consider and make recommendations to the Governing Board on:

- a lettings policy and charges
- Health and Safety

Delegated powers

To act on behalf of the Governing Board on:

- advice received from the LA or other bodies on health and safety matters, including advice set down in the Health and Safety Manual
- the school's compliance with health and safety regulations

- reports and action following the termly site safety inspection.
- respond to any health and safety audit report recommendations and ensure all risks are minimised.

Other responsibilities
To consider and make recommendations to the Governing Board on:

- a school health and safety policy, including risk assessment.

Approved

2. Progress and Attainment Committee – Terms of Reference

Membership: Appointed by the Governing Board]
(The membership of a committee may include Associate Members, provided that a majority of members of the committee are Governors.)
Quorum: Not be less than three Governors who are members of the Committee. (The Committee can however, specify a higher limit).
No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.

Chair: Annually appointed (usually in the Autumn Term). (The Governing Board will decide whether to appoint the Chair or whether the Committee should do this)
In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from among their number.
Meetings: Termly (or dependent on present circumstances of the school.)

Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
Remit: 1. To act on behalf of the Governing Board in matters relating to:

- school development/improvement plan
- curriculum, teaching and learning
- special educational needs
- school matters
- admissions

The remit of the Progress and Attainment Committee in detail:

- School Improvement/ Development Plan

Other responsibilities

- To consider and make recommendations to the Governing Board on: the School/ Academy Improvement Plan, ensuring that:
    - the staff are consulted
    - targets, priorities, implementation, monitoring and evaluation are included
    - the plan relates to educational outcomes and the raising of standards
- review any actions following an OFSTED inspection
- to use the school's own self review and analysis and any feedback from outside agencies in order to evaluate its impact on raising standards and pupil achievement.
- ensure compliance with the Equality Duty

Approved

Curriculum, Teaching and Learning

Delegated powers

To act on behalf of the Governing Board in:

- carrying out the Governors' responsibilities in relation to assessment, recording and reporting
- standards and school effectiveness through analysis of data and results, looking at pupils' work and visiting the school
- reviewing the schools performance through an understanding of school assessment, RAISEonline, the Data Dashboard provided by Ofsted and the Inspection Data Dashboard
- understanding and evaluating the impact of teaching on rates of pupil progress and standards of achievement
- understanding the intervention strategies used and impact to support pupils particularly those resourced by pupil premium funding, other underachieving groups and vulnerable children.
- understanding the intervention strategies used and impact of Sports Premium Funding
- awareness of attendance including persistent absence
- Reviewing curriculum implementation through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents and teachers
- the school's compliance with the National Curriculum and legal requirements
- children's welfare, and social, cultural and spiritual development in the light of school curriculum policies.
- promotion of well-being, community cohesion, British Values and the Prevent agenda.
- working with school leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
- approving and implementing the Sex Education Policy and Equality Information and Objectives

Other responsibilities

To consider and make recommendations to the Governing Board on:

- school policies on religious education and collective worship, moral social and cultural awareness and behaviour principles

C. Special Educational Needs

Delegated powers

To act on behalf of the Governing Board on:

- ensuring the needs of SEN pupils are met in accordance with any prescribed Education, Health and Care Plan.
- Compliance with the SEND Code of Practice and publication of the school's offer on the school website.

Other responsibilities

To consider and make recommendations to the Governing Board on:

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- the school's policy and practice for Special Educational Needs and Disability (SEND)

Delegated powers

To act on behalf of the Governing Board in:

- ensuring compliance with Child Protection and safeguarding policies and procedures.
- Receiving regular reports on safeguarding arrangements in the school

- Ensuring that looked after children are not disadvantaged by school policies and procedures and receive an annual report on their progress
- receiving an annual report on racist incidents in school
- Understanding and evaluating the impact of continual professional development on staff performance

Other responsibilities

To consider and make recommendations to the Governing Board on:

- the Child Protection Policy and practice
- ensure the school website complies with statutory requirements
- developments around Healthy Schools especially nutritional standards
- policies for improving relationships between school and the local wider community
- issues relating to admissions, the school day, etc
- appropriate consultation documents
- any other responsibilities as appropriate and outlined in Governance Handbook
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3. Panel Meetings

For circumstances where the Governing Board is required to establish a panel for a particular purpose i.e. Pupil Discipline, Admissions, Grievance, Complaint, Staff Discipline and Pay, three impartial Governors are chosen from a pool of the whole Governing Board.

In cases where an appeal procedure applies, three different Governors to those involved in the original panel are chosen from the remainder of the Governing Board. It is not recommended that staff Governors are involved in such panels.

Different procedures apply to the proceedings of meetings of panels and in these instances Governors should consult the relevant policy with regards to the appropriate procedure and guidance.

4. Pay Committee

Membership: The Pay Committee will consist of at least two Governors, elected by the Governing Body. The Pay Committee will not include any member of staff employed by the Governing Body at the school.

Quorum: Not be less than three Governors who are members of the Committee.

Chair: Appointed at the meeting

Meetings: Annually. Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher

Remit: To act on behalf of the Governing Board in matters relating to:

- pay and related performance of staff (including the Headteacher)
- to monitor and review the pay policy as necessary and recommend adoption to the Full Governing Board.

The remit of the Pay Committee in detail:

- The Pay Committee will have full delegated powers from the Governing Body
- Ensuring that the whole school pay policy observes all statutorily and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).
- Reviewing the whole school pay policy and making recommendations to the full Governing Body for amendment where necessary.

- Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Body as appropriate.
- Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff
- Ensuring that pay decisions are fair and equitable, in accordance with the school Appraisal policy and take account of the recommendations of the head teacher.

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- In accordance with the pay policy, agree appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- Be involved in reviews of the school staffing structure specifically in respect to pay relativities of posts in the structure.
- Maintain an up to date staffing structure as an appendix to the pay policy.
- Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.
- Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the full Governing Body
- Provide an annual report to the full Governing Board/Academy Trust Board summarising pay decisions and issues arising.