



Reigate
Parish Church
Primary School

Reigate Parish Church Primary School

Terms of Reference for Resources Committee September 2016

Membership

7 Governors, including the head teacher. The Bursar will normally be in attendance at this meeting. When issues concerning the Head Teacher's pay are discussed, the Head Teacher will leave the meeting.

Quorum

4 Governors, including either the head teacher or the head teacher's nominated governor.

Meetings

Usually once every half term, and otherwise as required. One week's notice of meetings, with papers sent out in advance. If it is needed, the committee may establish a working party to address particular issues, to report back to the resources committee.

The committee's terms of reference will be reviewed annually.

Function

To ensure the appropriate use of all resources across the school with regard to the school's overall priorities.

Powers and duties

Personnel

1. Select and appoint the Head and Deputy Head teachers. This will be implemented by the appointment of, and delegation to, a subcommittee.
2. Review and monitor the level and distribution of staffing in the school, put forward by the Head Teacher against the annual budget plan, the School Development Plan, and the statutory requirements on the school.
 - Annually, ratify the school staffing plan for implementation by the Head Teacher.
 - As necessary, review and act as necessary.
 - To ensure that there is a teacher nominated as the SENDCO and they have received appropriate training.
 - To keep under review the school's capacity for supporting other schools.
3. Review and monitor the school performance management procedures put forward by the Head Teacher against current legislation, County advice, and against statutory requirements.
 - Annually, perform the Head teacher's appraisal, and propose appropriate reward for ratification by the Full Governing Body.
 - Annually, ratify the teachers' appraisal procedures for implementation by the Head Teacher.

- To receive an annual report from the Headteacher on the implementation of appraisals and to report this to the FGB.
 - To ensure that the appraisal system has an impact on school improvement including improving teaching, leadership and management and that opportunities are provided for promotion, where appropriate.
 - Escalate issues regarding pay to the Pay Committee which will have its recommendations ratified by the Full Governing Body.
4. Propose, review, implement and monitor disciplinary rules and procedures for staff.
- Annually, review procedures against current legislation, County advice, and statutory requirements.
 - Governors shall hear appeals against dismissals
 - Governors shall hear appeals under SDBE disciplinary and grievance procedures.

Finance

5. Review the annual budget plan put forward by the Head Teacher against the priorities set out in the School Development Plan, (paying due consideration to any conditions presented).
- Annually, approve the budget for implementation by the Head Teacher for ratification by the Full Governing Body.
6. Review and monitor that all School funds are accurately accounted.
- Annually, review procedures for all financial management activities are being implemented by the School staff;
 - At each meeting, review accounts presented by the Bursar and critically examine anomalies, not limited to those identified by formal procedures;
 - Annually, review procedures for all financial management activities against current legislation and in County advice, and for suitability for purpose (ie to monitor spend against budget, and to take action on expenditure and/or income when necessary).
 - Annually, review and set the recommended delegated spending and budget virement limits for the head teacher.
 - The School Fund is annually audited.
7. Review and monitor the Governors Fund.
- At each meeting, the Treasurer presents the Governors Fund accounts
 - The Governors Fund is audited annually
8. Review and monitor the effective and efficient deployment of all school resources against value for money.
- To ensure that the school is solvent, that its finances are managed with integrity and that resources are managed effectively to achieve value for money
 - Annually receive and examine a best value comparison report using published school and national data.
 - Annually, to review, monitor and complete the Schools Financial Value Standard and act on its findings
 - To determine priorities for maintenance and improvement of the premises through preparation of a 5 year development plan, taking into account potential sources of funding.

- To receive reports regarding any on-going maintenance, repairs, improvements and monitor progress of any bids for capital works.
- To ensure adequate 100% insurance cover is provided for the school premises and the contents.

Premises

9. Propose, review and monitor the appropriate use of its buildings and other assets of the school.
 - Annually, review the School Lettings policy for suitability for purpose.
 - Termly, review the school grounds and buildings (including the Play Group and School Flat) for suitability for purpose, particularly with respect to state of repair, including but not limited to those included in the SDBE Premises' Blue Book
 - Termly, review the school grounds and buildings (including the Play Group, but excluding the School Flat) against the School Health and Safety Policy.
 - Annually, review the School Health and Safety Policies and Procedures for suitability for purpose, against current legislation, County advice, and statutory requirements. Undertake statutory risk assessment.

Other

10. Propose, review and monitor appropriate policies and procedures to ensure that it complies with all current child protection legislation.
 - Annually, review procedures against current legislation, County advice and statutory requirements.
 - To ensure that at least one member of committee has completed the safer recruitment training and to monitor the effectiveness of the school's safeguarding procedures.
11. Review and monitor the School's Admissions Policy
12. Propose, review and monitor appropriate policies and procedures to ensure that the school complies with all discrimination legislation.
 - Annually, review procedures against current legislation, County advice and statutory requirements.
13. Overseeing statutory compliance of issues relating to the specific work of the Committee.