

St Andrew the Apostle Catholic Primary School
Terms of Reference Resources Committee

<u>Members</u>	At least 4 governors plus Headteacher
<u>Quorum</u>	50% of membership
<u>Chair</u>	To be appointed by the committee
<u>Clerk</u>	To be appointed by the committee

Meetings

1. The Committee shall meet as necessary but not less than once per term.
2. Relevant papers to be circulated within two weeks following a meeting for actions to be followed up

The committee will:

- Consider any initial decision about matters relating to staff discipline and grievances in accordance with any adopted procedures
- Support the Headteacher and Chair of Governors in implementing relevant disciplinary procedures
- Appoint representatives to carry out the Head Teacher's annual performance review as laid down in current legislation and the School Performance Management Policy
- Report the outcomes of Performance Review to the Governing Board
- Ensure the Performance Management process is carried out for all staff
- Support the Headteacher in the selection/recruitment of staff below Deputy Headteacher level
- To consider and take decisions about any matters relating to the dismissal of staff, which are referred to the Committee for their consideration, including redundancy procedures as adopted
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- In consultation with the Headteacher and Business Manager representatives to Draft the first formal budget plan of the financial year with particular reference to the School Improvement Plan and present to the full governing board for approval within the required Local Authority timescales
- Establish and maintain an up to date three year financial plan and monitor annually
- Give due consideration for meeting best practice requirements as set out in the Schools Financial Value Standard (SFVS) and ensure compliance
- Ensure that the school operates within the Financial Regulations of KMBC and audit team including ensuring post audit action plan is drawn up and actioned as appropriate

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- Monitor expenditure of all voluntary funds kept on behalf of the governing board and report on these at least annually to the governing board (including ensuring there is an annual audit of the school fund and other funds held by the school, undertaken by persons independent of operating the accounts.)
- Review service level agreements and make recommendations to the full governing board
- Undertake an annual review of all expenditure with a view to achieving 'best value' in respect of the use of the delegated budget allocation and ensure a best value statement is adopted by the governing board
- Ensure register of pecuniary interest of governors is maintained and reviewed annually and any updates on declarations and interests in agenda items are correctly recorded
- Monitor and review schools Whistle Blowing policy and make recommendations to full governing board
- Ensure that budget decisions are clearly minuted at both committee and full governing board levels
- Ensure all policies are implemented and reviewed in line with the policy schedule
- To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety
- Representatives and co-opted members to periodically inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing board
- To assist the governing board and Headteacher to discharge their responsibilities under the Health & Safety at Work Act and the Environmental Protection Act considering the LA's policies on health & safety and recommend a policy for the school for adoption by the governing board