

Terms of Reference

RESOURCES COMMITTEE

Membership

The Committee will comprise no fewer than four governors plus associate members as agreed by the governing board

Quorum

The quorum for meetings of the Committee is 3 governors including the Executive Headteacher.

Clerking

Will be clerked by the Clerk to the Governing Board

Meetings

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

General: all committees have the following responsibilities:

- To receive reports from the Federation in sufficient detail to undertake planning, monitoring and evaluation and thus enable the governing board to fulfil its strategic role. The committee will, in consultation with the Executive Headteacher, involve other senior leaders, as appropriate.
- To contribute to, monitor and evaluate relevant parts of the self evaluation summary, the Federation development plan and relevant policies, reporting or making recommendations to the full governing board.
- To review Federation 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 board. In agreeing policies the committee is acting on behalf of the FGB, except in the case of those policies which require FGB ratification.
- 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 board.
- To take appropriate action on any other relevant matter referred by the governing board.

The Resources Committee will oversee

- the Federation finances ensuring that the Federation operates within the financial regulations of the local authority, Federation finance policy and procurement code and complies with any DfE and SVFS requirements, responding to any issues arising from the audit of the Federation's accounts or SFVS review and ensuring solvency, probity and value for money;
- the maintenance and development of the Federation site and premises;

- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled

In particular the committee will:

Finance

- keep under review the Federation's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the Executive Headteacher for the day-to-day financial management of the Federation
- agree medium and long term financial plans for the Federation, reflecting Federation priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing board
- prepare and present to the governing board for ratification an annual budget reflecting priorities in the Federation development plan;
- agree effective procedures for monitoring the budget, consider appropriate reports for the purposes of monitoring, report the outcomes of monitoring together with an evaluation of the use of resources to the governing board at least termly with any appropriate recommendations;
- monitor the use and impact of the Federation's pupil premium allocation in overcoming barriers to learning
- undertake the SFVS review and ensure appropriate action is taken in response to any identified shortfalls
- agree the award of contracts for services in accordance with the Federation's scheme of delegation and procurement code, and keep under review the effectiveness and value for money of contracts so awarded
- ensure that the "Governors' Fund" or other such fund is audited and appropriate records are kept
- establish and keep under review procedures for governors to claim expenses;
- determine, monitor and evaluate the charging policy for Federation activities

Premises, Health and Safety

- draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing board;
- agree the lettings and charges policy for the use of Federation premises;
- keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of

premises.

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the Federation development plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence, whistle blowing and pay, ensuring that these meet the provisions of the Federation Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately;
- to keep under review the appraisal / performance management policy and how staff objectives and CPD are linked to Federation improvement priorities
- recommend to the governing board the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the Federation complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and development and to report any emerging issues to the governing board
- ensure the Federation complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the Executive Headteacher outside any scheme or policy adopted by the governing board.

The Committee will also *form / nominate 3 governors to form a **Pay and Review Committee*** which will:

- ensure a review of the whole Federation pay policy to take account of local and national developments and make appropriate recommendations to the governing board;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the Executive Headteacher's performance review group in relation to the Executive Headteacher's pay ***;

**Anyone employed to work at the Federation other than the Executive Headteacher must withdraw from this item

***Anyone employed to work at the Federation including the Executive Headteacher must withdraw from this item

Terms of Reference reviewed by the Committee: 11 May 17

Agreed by the Governing Board on 19 June 2017

The terms of reference will be agreed annually by the governing board

Statutory policies and documents and those prioritised by the GB.
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Policies and documents are listed below and are listed in the Policy Review table updated by the Clerk

- Capability arrangements
 - Health and safety
 - Central record of recruitment and vetting checks
 - Governors' allowances
 - Premises management (part of Health and Safety)
 - Lettings Agreement & Policy
 - Finance Policy & Procedure
 - Charging Policy
 - Assets Management & Disposal
 - Debt Recovery
 - Internal Business Policy
 - Fraud Policy
 - Financial Reserve Policy
 - Staff Expenses
 - Contingency/Emergency Plans & Business Continuity
 - School Meal Debt Policy
 - Register of business interests
 - Probation & Induction
 - Recruitment & Selection
 - Continuous professional Development Funding
 - Loyalty Reward Scheme
 - Performance management / Appraisal
 - Sickness Absence
 - Staff discipline, conduct and grievance (procedures for addressing)
 - Scheme of Delegation
 - Governors' Allowances
- Additional Policies:**
- Dealing with allegations against staff
 - Whistle blowing
- Statutory Policies for FGB Ratification:**
- Teachers' pay