

Chipping Norton School

Terms of Reference - Resources Committee (Finance, Resources, HR and Premises)

Membership

The Local Governing Body shall determine the membership of this committee annually.

Any members of the Local Governing Body who wish to attend this committee may do so.

The committee may, having sought the permission of the Local Governing Body, invite such persons to attend this meeting as may be considered by them necessary to support their work.

The School Manager / Business Manager / Finance Officer / Premises Manager and on occasions member of the Trust executive team shall be invited to attend meetings of this committee where appropriate.

Quorum

This committee shall not be considered quorate unless the Headteacher or his/her nominated representative is present.

Quorum for the committee shall be four governors, of whom one must be the Head Teacher or their nominated representative.

Chairmanship

The Chair is elected each year by the committee. If the chair is absent from a meeting, another governor may be appointed to take the chair for that meeting.

Meetings

The agenda and all paperwork relating to a committee meeting shall be circulated seven days prior to a meeting. A shorter timescale may be applied only if the committee chair decides an issue needs urgent attention.

Declaration of Interests must be standing item on every agenda.

Minutes must be taken of all committee meetings by the Clerk to the Local Governing Body. In the absence of the Clerk the minutes may be taken by a member of the committee. The minutes must be circulated with the agenda of the next full Local Governing Body meeting.

Committee Aims and Impact

The committee will, in carrying out its functions, uphold the objects of the Trust, seek to further the principles of the Trust, and seek to further the aims and priorities of the school.

The committee is primarily responsible for:

- overseeing the financial performance of the school and making sure its money is well spent,
- ensuring the school is adequately resourced,

- ensuring the buildings and grounds are well maintained, fit for purpose and to a high standard of health and safety,
- producing a short, medium and long term plan for the maintenance and development of the school site and its buildings,
- ensuring that the school is staffed appropriately and in line with school improvement priorities and
- ensuring that there is adequate staff support in place and opportunities exist for the CPD of all staff.

The committee will have regard to issues from the Trust, wider local and national context, as they may impact on the school.

The committee will, in all its business, take account of whether there has been a positive impact on pupils.

Key Responsibilities

The committee will respond to any requests from and adhere to any direction from the Trustees of the River Learning Trust. The committee is expected, and has full delegated powers, to carry out the following specific tasks.

Finance

- Ensure that full and accurate accounting procedures and recording are in place and that proper and timely accounting and reporting standards are upheld
- Monitor the budget at each meeting of the committee
- Approve changes to the budget where necessary
- Approve an annual draft budget and refer it to the LGB for information and comment
- Working with the Trust to agree a final budget for each financial year
- Monitor and evaluate value for money, using benchmarking where appropriate
- Receive, evaluate and authorise all estimates and tenders submitted for all goods and services over the predetermined expenditure limit as set out in the Scheme of Delegation and the Financial Regulations, Governance and Administration Document
- Ensure the governors' work over the school year is coordinated with cycles of financial management
- Ensure that likely staff increments following appraisal are included in budget planning
- Ensure that all adequate insurances are in place
- Ensure that financial risk is properly reported, considered, managed and mitigated wherever possible
- Ensure that the school's income is spent solely for the purposes set out in the RLT Funding documentation and that the standards of regularity, propriety and value are being adhered to

Staffing and Appraisal

- In consultation with the Headteacher draft, and keep under review, the staffing structure
- Oversee the appointment procedure for all staff, ensuring that safer recruitment practices are adhered to and routinely reviewed
- Receive and review the Annual Report on Appraisal in order to inform the next cycle of planning and the impact of appraisal on teaching and learning
- Oversee any processes leading to staff reductions

- Monitor the provision and impact of staff training and CPD, ensuring it is meeting the needs of staff
- Consider the personnel implications of the school improvement plan
- Receive reports from the Headteacher on staff changes and any changes to job descriptions
- Review and routinely monitor staff work/life balance, working conditions and well-being; including the monitoring of absence
- Determine dismissal payments/settlement agreements and early retirement in line with Trust policy

Premises, Health and Safety, Safeguarding

- Monitor and update an Accessibility Plan
- Approve and Monitor the implementation of a five and twenty-five year estate management plan
- Establish and keep under review premises related expenditure
- Prepare and submit to the Trustees premises related funding bids
- Plan and review all site developments
- Advise the Local Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- Ensure adequate arrangements for repairs and maintenance
- Monitor developments in energy and green solutions, considering their value to the School
- Monitor risk assessments and procedures for addressing risk
- Receive reports on any accidents and matters of health and safety
- Ensure that plans are in place to address issues raised by any Health and Safety audits, or as a result of Governor Health and Safety monitoring
- Agree and review arrangements for any lettings of the premises
- Ensure that the Single Central Record is updated regularly and complies with current legislation and that the record of DBS checks is up to date

Governance and Policies

- Ensure that any actions from reports e.g. OFSTED, that fall under the remit of this committee, are addressed
- Monitor and review sections of the School Improvement Plan delegated to this committee
- Monitor the implementation of Data Protection procedures
- Review and approve policies delegated to this committee (See Appendix 1) ensuring that they support the principles of equality and inclusion

In addition the committee will consider any other issues related to the committee's aims, and make recommendations on any relevant matters to the governing body.

The committee will prepare for the governing body any requested report on matters relating to the work of the committee

Approved by the Local Governing Body of the [school] on:

Signed on behalf of the LGB:

Print Name:

Approved by the Trustees of the River Learning Trust on:

Signed on behalf of the Trustees:

Print Name:

Appendix 1 – Policies delegated to this committee for review and approval

(See Policy review schedule for review dates)

*Indicates a statutory policy

Accessibility Plan*

Appraisal

Adoption of Trust HR Policy Statement*

Adoption of Trust Financial Regulations, Governance and Administration Document

Charging and Remissions*

Critical Incident Plan

Data Protection*

Equality (staff)*

Freedom of Information*

Health and Safety*

Lettings

Lesson Observation

Staff Code of Conduct

Staff Professional Learning / CPD