

ST PAUL'S C.E PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE RESOURCE MANAGEMENT COMMITTEE

PURPOSE OF THE COMMITTEE

To assist the governing body in fulfilling its responsibilities in:

- directing the management of the school budget;
- matters relating to staff and staffing issues for all those employed to work in the school;
- matters relating to premises, materials and equipment and health and safety issues for the school community.

SPECIFIC RESPONSIBILITIES

1. To make minutes of all meetings available to the clerk for circulation with agendas and backing papers.
2. To report to the governing body at each meeting*.

Finance:

1. To propose to the governing body an annual budget plan, in consultation with the headteacher, and in line with the School Improvement Plan.
2. To monitor expenditure on a regular basis, in consultation with the headteacher and to report to the governing body on a termly basis.
3. To ensure that the budget is spent in support of the delivery of the National Curriculum and in furtherance of the School Improvement Plan.
4. To advise the governing body on the financial implications of any matters they might be considering.
5. To ensure the efficient management of all funds available to the school.
6. To prepare and review financial policy statements, including consideration of long term planning & resourcing.
7. To advise the governing body on ways of maximising the school's income.
8. To agree the level of delegation to the headteacher for the day to day financial management of the school.
9. To ensure the audit of non-public funds is prepared annually for presentation to the governing body for approval.
10. To receive and respond to periodic audit reports of public funds.
11. To prepare information concerning finance for reporting, monitoring & evaluation purposes.
12. To receive termly monitoring reports on how the school is working towards achieving, managing and maintaining the financial management standard.

Personnel

1. To undertake and monitor all appointment procedures and practices in line with current legislation.
2. To ensure that each employee has a contract of employment and a job description.
3. To ensure implementation of the school's Equal Opportunities Policies in all matters relating to staff.
4. To ensure that funds are available when deciding appointments, salaries, increments and discretionary payments.
5. To carry out a regular review of the school's staffing profile, in consultation with the headteacher.
6. To monitor staff training and development (with particular reference to the School Improvement Plan), in consultation with the headteacher.
7. To contribute towards the school improvement plan in the area of staffing.
8. To monitor the implementation of the SIP/action plan in the area of staffing;
9. To draft & keep under review a policy statement on staff consultation for approval by the GB.
10. To undertake any formal consultations on staff matters.
11. To draft & review, in consultation with staff, criteria for redundancy for approval by the GB.
12. To establish the annual and longer term salary budget & other staff related costs e.g. training.
13. To review the staffing structure whenever a vacancy occurs and at least annually in relation to the SIP.
14. To consider matters relating to personnel policies.
15. To assist in the process of developing policies on staffing matters.
16. To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that staff are informed of them.

ST PAUL'S C.E PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE RESOURCE MANAGEMENT COMMITTEE

17. To recruit and select candidates for teaching posts with additional responsibility points, ancillary staff and caretaker. *
18. To delegate to one governor & the HT appointments with no additional responsibility points.*
19. To delegate to the headteacher the appointment of supply, part time and temporary teaching posts and ancillary staff.*
20. To prepare information concerning personnel for reporting, monitoring & evaluation purposes.

Premises

1. To take reasonable steps to ensure that the school's premises (including grounds), materials and equipment are not a risk to health or safety.
2. To draw up a health & safety policy for approval by the full governing body.
3. To ensure that the school complies with health and safety regulations.
4. To provide support and guidance to the headteacher on all matters relating to the school buildings and grounds, security and health & safety;
5. To prepare, monitor and evaluate the school's Asset Management Plan (AMP).
6. To ensure that risk assessments are carried out, as required.
7. To ensure that the school complies with the Control of Substances Hazardous to Health (COSHH) Regulations.
8. To ensure that the school complies with fire regulations and that evacuation procedures are in place and operating effectively.
9. To ensure that appropriate first-aid arrangements are in place.
10. To receive reports from the headteacher on the state of the premises and consider recommendations for repairs/renovations/improvements.
11. To ensure that appropriate procedures are in place for the day-to-day repair and maintenance of the premises.
12. To ensure value for money in relation to contracts (cleaning, photocopying, grounds maintenance etc).
13. To draw up a Charging/Lettings Policy for approval by the governing body and monitor the implementation of the policy and the community use of the school.
14. To ensure that security measures are effective and recommend improvements where necessary.
15. To annually inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.
16. To approve costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
17. To oversee the preparation and implementation of contracts.
18. To ensure that governors' responsibilities are discharged regarding litter, under the environmental Protection Act 1990;
19. To prepare a lettings and charges policy, which takes account of the needs of the local community, for approval by the governing body and monitor the implementation of the policy and the community use of the school.
20. To ensure any necessary liaison with the Council's Chief Architect's Department (and/or the equivalent Trustees' department), as appropriate.
21. To ensure that the school follows regulations on community use of schools outside school hours (LEA/Trustees).
22. To receive, consider and make recommendations to the GB on matters relating to the shared management of premises.
23. To contribute towards the school improvement plan on matters relation to premises and community.
24. To prepare and implement a monitoring policy for the purpose of evaluating the implementation of the SIP/action plan in the area of premises and community.
25. To prepare information concerning premises and community for reporting, monitoring & evaluation purposes.

ST PAUL'S C.E PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE RESOURCE MANAGEMENT COMMITTEE

Extent of Delegation:

*The committee has the following delegated powers: To prepare and monitor the school budget on behalf of the Governing Body.

(This should be cross-referenced to the delegation recorded in the minutes of the full governing body)

Membership:

6 governors and the headteacher

The headteacher cannot be present on occasions where Regulations specifically require her/his withdrawal.

Chair: *The chair will be appointed by the Governing Body at its first meeting in the autumn term or the chair will be elected by members of the committee at the first meeting of each academic year and will continue in office until the first meeting of the Governing Body in the following autumn term.*

Clerk: The clerk *will be appointed by the Governing Body at its first meeting in the autumn term or the clerk will be elected by members of the committee at the first meeting of each academic year*.

Voting: All members, including co-optees, shall have voting rights.

Meetings: A minimum of once per term.

Quorum: Any 3 governors (not including the headteacher). It is not necessary for the headteacher to be present for the meeting to be quorate.

Recording and Reporting: Minutes will be produced in accordance with legal requirements. Minutes and essential papers will be circulated at least seven days in advance of the next meeting of the Full Governing Body and will include decisions made under delegated powers (if any) by the Committee and recommendations where there is no delegation.

Review:

The committee will be reviewed at the first meeting of the governing body of each academic year.