St Gregory's Resources Committee - terms of reference

Membership

The committee shall consist of a minimum of three members of the governing body. *The headteacher is, ex-officio, a member of the committee.*

The committee will elect a chair from within its own membership
Non-voting participants may be invited to meetings by the committee as and when required.

The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments.

The committee shall have 3 associate members with voting rights appointed by the governing body[3].

The membership of the committee shall be reviewed and determined annually by the governing body. The agreed membership of the committee is attached.

Quorum

The quorum shall be a minimum of *4* governors,excluding the headteacher, but excluding any associate members.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body.

The committee shall meet at least once a term and otherwise as required.

Finance Responsibilities

1. To provide guidance and assistance to the headteacher and the governing body on all financial issues.

2. To recommend to the governing body internal financial regulations for the financial management of the school in accordance with guidance issued by the Authority.

3. To consider budget plans presented by the headteacher and to make recommendations to the governing body for approval.

4. To consider budget monitoring reports relating to all public funds (ie school budget share and any other funds delegated and devolved by the LA, including Standards Fund) and make recommendations to the governing body.

5. To recommend virements between budget headings where the value is in excess of the sum delegated to the headteacher under the school's internal financial regulations.

6. To consider and make recommendations on all school finance policies and their implementation, including those relating to charges and remissions, lettings and income.

7. To contribute to the school's development plan and ensure it includes consideration of the longer term resource requirements of the school.

8. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.

9. To consider audit reports and other relevant reports and make recommendations to the governing body.

10. To consider appropriate arrangements to attain/continue to meet the Financial Management Standard in Schools (FMSiS).

11. To consider and advise on any financial matter referred to it by the governing body.

12. To respond, on behalf of the governing body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

Premises Responsibilities

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.

2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.

3. To advise the governing body on major projects deemed to be necessary or appropriate.

4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.

5. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.

6. To monitor the maintenance and upkeep of the school premises and grounds.

7. Where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises related services.

8. To determine the use of the school premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.

9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.

10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.

11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.

12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.

13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.

14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.

15. To examine safety inspection reports and to make recommendations where remedial action is required.

16. To be mindful of the requirements of the Disability Discrimination Act.

Staffing Responsibilities

1. To prepare staff policies for approval by the governing body.

2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.

3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.

4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the headteacher and one committee member the appointment of all other support staff.

5. To delegate to the headteacher all provision of supply cover of under one term's duration.

6. To ensure that consultations take place as required (eg over pay policy) with all staff or with recognised trade unions.

7. To ensure that appropriate job descriptions are in place.

8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.

9. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.

10. To receive regular reports on staff absence, if not already reported to the full governing body.

11. Review annually the unit total of the school and the effect, if any on the ISR

NOTE The appointment of a headteacher or deputy headteacher is not a function of this committee.