



## **Radipole Primary School**

### **Resources Committee**

#### **TERMS OF REFERENCE**

- Membership:** The committee shall consist of not less than four governors. Membership should include the Headteacher and at least two non-employees.
- Quorum:** Three governors including at least two who are not employees of the school.
- Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.
- Chair:** Non-employee to be elected by the full governing body. Duties will include notifying the committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher.
- Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

#### **Finance - Terms of Reference:**

To work closely with the headteacher and school business manager to:

- Provide guidance to the governing body on all financial matters in accordance with the Dorset Scheme of Financial Management.
- Prepare and review statements of financial policy in both the short and longer term.
- Prepare and present a budget for the governing body's approval for LA delegated funds, Standards Fund monies and any other income or carry forward sums, taking into account the priorities in the school improvement plan.
- Monitor the budget using information provided by the head teacher and school business manager, ensuring that spending remains within prescribed limits.
- Report the financial situation each term and make recommendations where necessary.
- Propose an appropriate level of delegation to the head teacher for the day-to-day financial management of the school and ensure this delegation is minuted by the governing body.
- Monitor income and expenditure for all public funds for which the school is responsible.
- Respond appropriately to audit report recommendations.



- Audit all non-public funds for presentation to the governing body.
- Ensure the principles of best value are applied to services purchased with delegated monies.
- To consider and authorise virements between budget headings.
- To monitor the financial support that the school receives from the PTFA, and to ensure that this is recognised as appropriate.
- To ensure all necessary Appeals Committees under the above are appointed, or that there is an approved procedure for the appointment of such.
- To initially deal with any matter which may arise within or in relationship to the school, and for which no other Committee has responsibility, and to bring to the Governing Body such report or recommendations as are appropriate in relationship thereto.

### **Staffing – Terms of Reference**

The responsibilities/powers of the Staffing Committee are as follows;

- To draft, make recommendations, to the governing body for adoption and review at least annually.
- A policy statement on staff consultation for the governing body's approval and to undertake any formal resolutions.
- Procedures for dealing with discipline and grievances, ensure that staff are informed of them (initial implementation of these items is delegated to the Headteacher/Chairman of Governors in respect of contacting individuals and the LA).
- Criteria for redundancy, in consultation with staff.
- A Pay Policy, including criteria for the use of Discretionary Points and recommendations about their implementation.
- To attend to the pastoral care and welfare of all staff, with particular consideration for new staff, and the career development of staff.
- To ensure that contributions to school life by individual members of staff are properly recognised.
- To review the staffing structure whenever a vacancy occurs and at least annually, in relation to the needs of the school generally and the delivery of the school improvement plan in particular.



- To make recommendations to the governing body, in consultation with the headteacher, about the involvement of governors in different types of staff appointments, including senior management posts, full-time teaching posts, support staff posts and part-time teaching and support staff posts.
- To work as necessary with the headteacher through the process of appointment staff.
- To consider teaching and support staff levels in the context of the school improvement plan and available funds.

**Review Date:** Resources Committee - September 2016

Full Governing Body – September 2016

**Next Review:** September 2017