



Terms of Reference Resources and Personnel Committee

Bassingbourn Community Primary School

September 2019

BASSINGBOURN COMMUNITY PRIMARY SCHOOL

RESOURCES AND PERSONNEL COMMITTEE

1. SCOPE

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitutions and membership of the Committee.

2. MEMBERSHIP

2.1 The Resources Committee shall consist of a minimum of five governors and the headteacher (or representative).

2.2 The committee may appoint in an advisory non-voting capacity such co-opted members as agreed by the governing body.

2.3 Other members of the governing body, associate members and individuals invited to attend for a specific contribution may attend meetings of the Committee but are non-voting.

3. QUORUM

3.1 The quorum shall be at least three governors and the headteacher.

4. MEETINGS

4.1 The Committee shall meet five times a year, or more frequently as may be required, with a schedule of annually set standing items for each agenda

4.2 A full schedule of both Committee and FGB meeting dates will be published by the beginning of each new school year.

5. CHAIRMANSHIP

5.1 At the beginning of each school year, a Chair and Minute Taker will be appointed by the Committee.

6. STANDING ORDERS

6.1 A written agenda and formal minutes are required for every Committee meeting. Such minutes will be signed off by the Chair as a true and accurate record once they have been agreed by the members of the Committee.

6.2 Agendas and papers for each meeting should be available to Committee members seven days prior to the meeting.

6.3 Minutes noting decisions taken and points for action will be distributed to Committee members within 14 days, and shall be circulated with the papers of the next full meeting of the governing body.

6.4 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

7. TERMS OF REFERENCE

The main function of the Resources and Personnel Committee will be to advise and work with the headteacher to ensure the best use of the school's resources to promote the best possible educational outcomes for children.

The headteacher is responsible for the day-to-day management of the school's financial affairs, for the preparation of the draft annual budget and for the provision of termly budget monitoring information to the R&P Committee. She is also responsible to the R&P Committee for ensuring that effective systems of internal control, appropriate separation of duties and delegation to other staff are in place, and for ensuring that LA Financial Regulations / Standing Orders for Contracts / Financial Control Standards are complied with.

The R&P Committee will have delegated powers from the governing body:

A. FINANCE

- A1. To oversee long term financial planning and resourcing in the context of the School Development Plan, and of the policies and objectives of the school, and to advise the governors thereon as appropriate.
- A2. In consultation with the headteacher and in line with LA timescales, to draft the first formal budget plan of the financial year to deliver the priorities of the school's improvement planning. This to be in time for approval by FGB before submission to the LA.
- A3. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the full governing body
- A4. To annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority
- A5. As part of the delegation for the day to day financial management of the school, to empower the headteacher to exercise virements and journal transfers, and make individual non-budgeted expenditure decisions up to the value of 1% of the whole budget.
- A6. To authorise virements and non-budgeted expenditure decisions of a size lying between 1 % and 2.5% of the whole of the annual LMS budget, and make recommendations to the full governing body on such items with a value of over 2.5% of the budget. To report all virements of funds to the full governing body
- A7. To ensure that the school operates within the financial regulations of the local authority
- A8. To compare the school's spending to other similar schools using bench marking information
- A9. To annually review and approve charges, remissions policies and expenses policies
- A10. To make decisions in respect of service agreements
- A11. To prepare information on income and expenditure for the governor's annual report to parents as required.

B. PERSONNEL

- B1 To review the staffing structure in consultation with the headteacher to ensure that it reflects the budget available, and is effective in delivering the priorities in the SDP and improving the learning of all pupils
- B2 To review the Pay Policy and Performance Management Policy for all categories of staff and to be responsible for its administration, fair implementation and review.
(These to be consistent with statutory requirements, national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations)
- B3 To oversee the appointment procedure and safer recruitment for all staff
- B4 To oversee the process leading to staff reductions
- B5 To keep under review staff work-life balance, working conditions and well-being, including the monitoring of absence
- B6 To set and monitor a training strategy each year to ensure that adequate staff and governor training is taking place, including an appropriate induction programme for all staff new to the school
- B7 To ensure compliance with the latest editions of 'Keeping children safe in education: information for all school and college staff' September 2019
- B8 To form a salary appeals committee when required
- B9 To delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.

C. BUILDINGS AND PREMISES

- C1 To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the SDP.
- C2 To ensure arrangements are in place for repairs and maintenance within an annual programme informed by a termly inspection by the Site Manager and designated H&S governor. .
- C3 In consultation with the headteacher, to oversee premises related funding bids and ensure adequate premises insurance.
- C4 To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies and the letting of contracts in accordance with the LA's Standing Orders
- C5 To ensure that building development supports the school's priorities as detailed in the school's SDP
- C6 To review the Health & Safety Policy and oversee its implementation by the headteacher

and site manager (see Appendix 1)

- C7 To ensure that the Site manager and at least one member of the Committee undertake a termly inspection of the entire building and site to identify any issues and report these to both Committees

8. **SPECIFIC POLICIES TO BE REVIEWED BY THE RESOURCES AND PERSONNEL COMMITTEE**

a. **Statutory policies**

	Statutory policies	Next review date	Review interval (*not specified)
HR policies			
	Appraisal	Spring 2019	3
	Capability	Spring 2019	Annually
	Complaints	Autumn 2019	Annually
	Disciplinary rules for employees	Spring 2019	Annually
	Equality and diversity	Autumn	3
	Instrument of Government	Spring 2019	Annually
	Pay policy	Autumn 2019	Annually
	Staff grievance	Spring 2020	Annually
	Newly qualified teachers	Autumn 2019	Annually
Safeguarding policies	Child protection policy and procedures	Summer 2019	Annually
	Procedures for Dealing with allegations of abuse against Teachers and other staff and volunteers	Spring 2019	Annually
Resources Policies	Charging and Remissions policy	Autumn 2019	Annually
	Premises management documents	Autumn 2019	Annually
	Governor Allowances	Autumn 2019	Annually

b. **Non-statutory policies***

***It has been agreed by the Committee that non-statutory policies will be reviewed internally by the school staff within a maximum of a three year cycle, and only brought to the Committee for discussion and ratification when significant changes to the policy have been made.**

	Non-statutory policies	Next review date	Chosen review interval
HR policies	Appraisal for support staff	Autumn 2020	2
	Bullying and harassment (staff)	Autumn 2020	2
	Classroom observation	Spring 2020	2
	Discretionary leave of absence	Summer 2020	3
	Financial support for staff	Summer 2020	2
	Flexible working	Autumn 2020	3
	Handling redundancy	Spring 2020	3
	Governor Induction pack	Summer 2020	Annually
	Performance management (Support)	Autumn 2020	3
	Probation policy for support staff	Autumn 2020	2

	Recruitment and selection	Spring 2020	2
	Recruitment and selection checklist	Autumn 2020	2
	Safer Employment	Autumn 2020	2
	Sickness and absence	Autumn 2020	2
Safeguarding policies	Children not collected from school	Autumn 2020	2
	Induction policy and pack	Autumn 2020	Annually
	Whistle blowing	Summer 2020	Annually
Resources policies	Anti-fraud and corruption CCC	Summer 2020	Annually
	CCTV	Summer 2020	2
	Dinner policy	Autumn 2020	2
	Finance policy	Spring 2020	2
	ICT Disposal	Spring 2020	2
	Insurance statement	Autumn 2020	Annually
	Lettings policy	Autumn 2020	2
	Register of business interests of HT and Govs		Annually
	Register of pupils' admission		Annually
	Register of pupils attendance		Annually
	Risk management insurance guide for schools	Autumn 2020	2
	School financial regulations	Spring 2020	2

9. IT

- 9.1 The committee will make recommendations to and act on behalf of the governing body with regard to the school IT infrastructure and will manage the funds available from the capital budget or other budget as required to implement the IT policy.

10. DECLARATION OF INTERESTS

- 10.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

The full governing body agreed these terms of reference on

Date

Chair of Governors

APPENDIX 1 HEALTH AND SAFETY

C.8 To review the Health & Safety Policy and oversee its implementation by the headteacher and site manager who are responsible for the day to day management of Health and Safety. –

- To ensure that appropriate arrangements are in place for the training of first aiders, and for the administration of First Aid, including the regular inspection and replenishment of supplies to ensure FA boxes and the bags carried by breaktime staff, are always fully stocked. Within this, to ensure that an annual programme of Risk Assessments is implemented and reviewed.
- To conduct each term, a full fire alarm drill and an “Internal Lock Down” drill, and report any concerns to the Committee.
- To delegate responsibility to the headteacher to ensure that the site manager carries out his/her duties and responsibilities with particular respect to:
 - a) Monitoring the H&S of the school on a daily basis by walking around the site both internally and externally and noting any issues which require either immediate or longer-term action.
 - b) Reporting to the headteacher any issue which requires immediate action with a summary of action taken. NB Longer term issues will be raised at the next Committee meeting.
 - c) Being responsible for the COSHH (Control of Substances Hazardous to Health) register for the school, ensuring that all substances have the correct and most up-to-date information available for those persons using the substance.
 - d) Conducting a weekly fire alarm test and emergency lighting test and recording them in the appropriate document.