Resource Management Committee

TERMS OF REFERENCE

Members of the Committee	Mr Bill Grisdale	Mr Rory McKnight	Mr Luke Phelan
	Mrs Anne-Marie Grimes	Mrs Maria Luisa Avila-Jimenez	
	Mrs Jenny Smith	Mrs Ruth Cunningham-Spence	

Chair	Mr Bill Grisdale	Clerk	Miss Gillian Givens

Membership: The Panel for the Committee shall consist of six Governors, however when meeting as a Hearing Body or Appeals Panel this will have only three Governors.

Quorum: The quorum must be three governors.

Frequency of meetings: As required but no less than once each term.

FINANCIAL DUTIES

- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
- Authorise the virement of funds between budgets and inform the County Council.
- Approve arrangements for the audit of funds received other than from the L.A.
- Advise the governing body on any matters arising from the audit of the school's accounts.
- Monitor the budget and to advise the governing body as necessary on financial matters.
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account.
- Determine the levels of charges for lettings.
- Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.
- Advise the governing body on any issues arising from financial matters.

PERSONNEL DUTIES

- Appointments of staff other than the Head (full governing body duty).
- Reviewing the staffing structure of the school whenever necessary.
- Ensuring that each member of staff has a job description and to ensure that job descriptions are reviewed whenever vacancies arise.
- Consider applications from staff for secondments, early retirements, voluntary redundancy etc, that the Head feels are necessary to refer to the Governing Body (Hearing Body).
- Hear cases that are referred to the Governing Body under the Governing Body's disciplinary, capability, disability and grievance procedures (Hearing Body).
- Approve the Pay Policy annually and oversee its implementation.
- Ensure the wellbeing of staff and monitor their work/life balance.

PREMISES DUTIES

- Make recommendations to the Governing Body on capital works and improvements of both the indoor and outdoor environments.
- Prepare an annual programme of repairs, maintenance and decoration.
- Security of the school premises and fire safety measures, including alarm systems and fire drills.

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- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
- To accept reports from the Health & Safety Committee.
- To consider the TicToc financial reports and any resource issues.

POLICY REVIEW DUTIES

- Policies include, but are not restricted to:
  - Leave of Absence
  - Whole School Pay Policy
  - Health & Safety Policy
  - Lettings & Charges Policy
  - Child Protection
  - Accessibility
  - Admissions
  - Data Protection.

PUPIL DISCIPLINE & COMPLAINTS

- Review the use of exclusion within the school.
- Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).
- Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

Agreed:

Signed:

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Chair of Governing Body