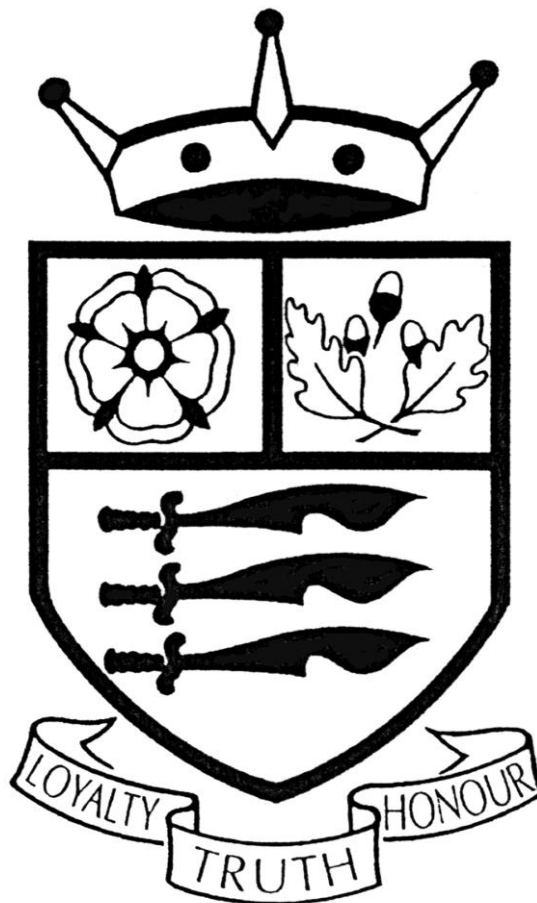


West Lodge Primary School Governing Body



Resource Management Committee Terms of Reference

WEST LODGE PRIMARY SCHOOL GOVERNING BODY

RESOURCE MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Membership:

Appointed by the full Governing Body. (Non-governors may be co-opted on to the Committee.)

Quorum:

3 (and a majority of those present must be Governors)

Chair and Vice Chairs:

To be elected by voting members of the Committee at the first meeting of each school year (cannot be an employee at the school or a non-governor)

Meetings:

At least termly. Meetings to be called by the Chair of the Committee or the Headteacher.

Remit:

1. To provide guidance to the Headteacher and the Governing Body on matters relating to
 - Finance
 - Personnel
 - Premises
 - Health and safety issues
2. To act as the Governing Body's Staff Discipline and Dismissal Committees
3. To act as the Governing Body's Grievance Committee (Stage 2)

Delegated Powers:

- To consider the dismissal of a member of School Staff and other personnel issues against which there is a right of appeal. The Committee will meet as three members for this purpose.
- To determine pay policy, budgetary performance criteria, virement (within set limits) and income generation.
- All members to be part of the Pay Committee (a cohort of 3 being the minimum) who make decisions regarding staff pay.

In all other areas of the Committee's responsibilities the Committee will report to the full Governing Body, making recommendations whenever appropriate. Written minutes of every meeting of the Committee will be presented to the next meeting of the Governing Body (unless the Committee meets within seven days of a full Governing Body meeting, when a verbal report may be given).

THE REMIT OF THE RESOURCE MANAGEMENT COMMITTEE IN DETAIL

A. Finance

To consider and make recommendations to the Governing Body of:

- A budget for the year based on development priorities (e.g. School Improvement Plan)
- Financial advice provided by the LA
- Financial policy statements, including long term planning and resourcing
- Levels of financial delegation and monitoring such delegated powers
- Policies on charging and remissions and disposal of equipment
- The awarding of contracts

To review and report to the Governing Body on:

- Budget monitoring (with the Headteacher) at least termly
- Expenditure patterns, ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making
- The auditing arrangements for School fund and other voluntary funds to ensure funds are properly audited
- LA auditors' reports on the School Budget

To act on behalf of the Governing Body in deciding on:

- Performance criteria to evaluate spending decisions and budgetary performance
- Virement of funds as delegated within the delegated limits (and to recommend to the Governing Body any virement above that figure)
- Activities to generate income, if appropriate (with the Headteacher)

B. Personnel

The Governing Body will fulfil its obligations to:

Teachers: as set out in the School Teachers' Pay and Conditions and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book')

Support Staff: the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any pay/grading system.

The Resource Management Committee will act as a first committee in dealing with a grievance of a member of the school staff. Other roles regarding personnel are detailed below.

To consider and make recommendations to the Governing Body of:

- The staffing establishment and structure, based on the Headteacher's recommendations, the school development plan and resources available
- Personnel advice provided by the LA
- Procedures for dealing with the management of change, including redundancy and redeployment in conjunction with the LA
- Procedures for dealing with staff issues, including grievance, capability, suspension, discipline, dismissal and redundancy
- A leave of absence policy, including any delegation to the Chair or Headteacher

To review and report to the Governing Body on:

- Procedures for the management of change and staff issues as above
- The School's compliance with statutory obligations regarding employees
- Consultation procedures with recognised trade unions

To act on behalf of the Governing Body in determining:

- The Governing Body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.
- The Governing Body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see Pay Policy) and the school's spending plan.
- The Governing Body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.
- A whole school pay policy (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service.
- The dismissal of a member of staff. (The Committee will consist of three Governors for this purpose and will be known as the Staff Dismissal Committee)
- Any other decision concerning an individual member of staff, which is the responsibility of the Governing Body and against which the member of staff has a right of appeal. (The Committee will consist of three Governors and will be known as the Staff Discipline Committee)

The terms of reference for the resources committee will be determined from time to time by the Governing Body. The current terms of reference are:

- To achieve the aims of the whole school pay policy in a fair and equal manner.
- To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- To observe all statutory and contractual obligations.
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body.
- To recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion.
- To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised.
- To work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The report of the resources committee will be placed in the confidential section of the governing body's agenda (Part 2) and will either be received or referred back. Reference back may only occur if the pay committee has exceeded its powers under the policy.

Headteacher Pay

Pay on appointment

For appointments on or after 1st September 2013, the governing body will determine the pay range to be advertised and agree pay on appointment, taking into account of the full role of the Headteacher.

Serving Headteachers

The governing body will determine the salary of a serving Headteacher in accordance with paragraph 6 of the Document.

Deputy/Assistant Headteachers

Pay on appointment

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment,

C. Premises

To consider and make recommendations to the Governing Body on:

- Advice provided by the LA and set down in the Premises Manual
- A statement of priorities for the maintenance and development of the premises and grounds after inspection annually
- The cost arrangements for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- Lettings in conjunction with LA policy

To review and report to the Governing Body on:

- The preparation and implementation of contracts
- Lettings and charges
- The quality of cleaning and grounds maintenance

D. Health and Safety

To consider and make recommendations to the Governing Body on:

- Advice received from the LA or other bodies on health and safety matters, including advice set down in the Health and Safety Manual
- A school health policy, including risk assessment

To review and report to the Governing Body on:

- The school's compliance with health and safety regulations
- Reports and action following the termly site inspection

The Health & Safety Governor to work closely with the Health & Safety School Representative.

E. Safeguarding

To consider and make recommendations to the Governing Body on:

- All matters relating to Safeguarding, the school premises and grounds, security and health and safety to ensure the school complies with all relevant Health & Safety Regulations.

To review and report to the Governing Body on:

- To ensure that formal DBS checks are carried out for all new members of staff and that the school maintains a 'Single Central record' for inspection purposes.
- How the school fulfils its role in relation to Child Protection issues and has the required procedures in place.
- How the school follows Safe Recruitment practices and has a formal induction programme for all new staff members.
- Attendance data and reports.
- How the annual cycle of risk assessment is carried out.
- Policies relating to Safeguarding, Health & Safety and Care & Guidance.

- Aspects of school site security.