



## Charlton on Otmoor, Primary School

### Governing Body - Resources Committee

#### Terms of Reference

Last Reviewed September 2016

The role of the Resources Committee is to participate in the annual budget creation process and advise the full governing body on budgetary issues planning and use of school resources.

These terms of reference refer specifically to the Resource Committee and are as follows:

- (i) To ensure that the aims of all the relevant policies are met, including
  - a) Pay Policy
  - b) Charging Policy
- (ii) To advise and monitor all budgetary expenditure throughout the year, ensuring that the finances of the school are managed and used in the best interests of the school and that the proper account is maintained of their management and use.
- (iii) To review the school's position regarding the Pupil Premium in line with the current Department for Education policy – which is that it will be received by;
  - every child currently registered as eligible for free school meals
  - children who have been in care for 6 months or longer
  - all children eligible for free school meals at any point in the past 6 years

The Committee will take note that *“the pupil premium is paid to schools as they are best placed to assess what additional provision their pupils need. Schools are responsible for using the pupil premium funding effectively.”*

- (iv) Monitor reports 3 times a year
- (v) Approve writing off property & equipment – in line with the Writing-Off and Data Protection Policies
- (vi) To agree & monitor entering into contracts above £2,500, and monitor all contracts whose agreement has been delegated to the Head Teacher.
- (vii) Establish & review ordering & payment system – use of purchase orders
- (viii) To set a charging and remissions policy – in line with Charging Policy document
- (ix) Approve the transfer between budget headings within agreed limits of £500-£1,000
- (x) To monitor the repairs and maintenance programme.
- (xi) To complete annual review of Health & Safety compliance, and monitor the quality of the management of school site and buildings.
- (xii) To receive and where appropriate response to reports from the Education authority's auditors

- (xiii) To develop, review and oversee implementation of the governing bodies Personnel policies – with reference to Local Authority policies, and Trade Union agreements.
- (xiv) Appoint teachers to TLR roles – Teaching & Learning Responsibility Allowance
- (xv) To draft/amend and review whole school policy
- (xvi) To consider recommendations relating to the pay of all members of staff in accordance with Pay policy, and to operate within statutory pay frameworks, national and local agreements and within employment legislation, ensuring compliance with all relevant legal statutes including;
  - the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Employment Rights Act 1996, the Employment Relations Act 1999, the Disability Discrimination Act 1995 and the Employment Act 2002, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Employment Act 2002 (Dispute Resolution) Regulations, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, the Employment Equality (Age) Regulations 2006 and the Education (Schools Teachers Performance Management) (England) Regulations 2006.
- (xvii) Agree and monitor disciplinary/capability procedures (performance management)
- (xviii) Dismissal of Head teacher
- (xix) Ending Suspension of Head or other teachers/staff
- (xx) To establish and review annually a performance management policy
- (xxi) To review absence management policy
- (xxii) Agree and monitor training strategy for teachers, support staff and governors
- (xxiii) Contribute to governing body and school self review with particular reference to OFSTED Self Evaluation Form (SEF)
- (xxiv) Plan, monitor, and evaluate appropriate sections of the School Development Plan / School Improvement Plan
- (xxv) Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the committee.
- (xxvi) To consider and monitor all issues related to school visits, including residential and foreign visits

Copies of all the policies referred to above can be found on the School's Kaleidos website.

The committee shall comprise at least five members: the Chair of the Resources Committee, the Headteacher and/or his/her nominated representative, the Chair of the Governing Body and at least two other Governors.

The committee will meet at least three times each year and its quorum will be three Governors.

These Terms of Reference are formally reviewed by the Governing Body annually and were last approved September 2016

