

Resources Sub Committee (incorporating Health and Safety and Staffing)

Membership

- Not less than four governors including the Headteacher or Headteachers representative.
- The committee shall co-opt such non-governor members deemed necessary and determine their voting rights.

Quorum

The quorum should be three, two of whom must be governors, and one must be the Headteacher or Headteachers representative. In the event of a vote the majority of those present must be governors.

Meetings

The committee shall meet at least once per term and otherwise as required.

Terms of Reference

Finance

1. To determine and review financial policy including consideration of long term planning and resourcing.
2. To approve the annual budget spending plan taking into account School Improvement Plan priorities.
3. To act as advisers and consultants to the governing body on financial issues. To be familiar with the LEA budget spending plans, formula funding structure and policies for financial delegation.
4. To monitor the school budget expenditure (including Standards Fund and other specific purpose grants) with reference to criteria for receipt of the grant and the annual spending plan. To make reports at least once a term to the governing body.
5. To ensure that the school has a financial management policy and procedures in place and that these are communicated to all relevant staff.
6. To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body.
7. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
8. To review the school's charging and remission policy on an annual basis and make recommendations to the governing body.
9. To monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body
10. To receive and where appropriate respond to periodic audit reports.
11. To ensure that a register of pecuniary interests is maintained for all staff and governors.

To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, Health and Safety.

Premises and Health and Safety

- 12) Annually to ensure inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan for the approval of the Governing Body.
- 13) To propose and approve the costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the finance committee.
- 14) To oversee the preparation of and to monitor premises services contracts (e.g. fuel/water, cleansing, grounds maintenance)

- 15) To work in liaison with the Health and Safety committee to ensure the school premises meet health and safety requirements.
- 16) To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
- 17) To prepare a lettings and charging policy for the approval of the governing body.
- 18) To contribute towards an Accessibility Plan as required by the Disability Discrimination Act 1995 section 28D and 28E
- 19) To be familiar with National and Local Health and Safety legislation and guidelines. To participate in the development and review of school Health and Safety policies and to recommend them for adoption by the governing body.
- 20) To monitor on behalf of the governing body that systems are in place to ensure that Health and Safety requirements and Codes of Practice are being implemented in the school. They should also ensure that activities and premises, materials and equipment used by the school do not present health and safety risks.
- 21) To receive and consider any reports and audits completed by the School's Health and Safety representatives or the Headteacher/Senior Management arising from general inspection of the school, to identify issues that need to be addressed and to report at least once a year to the governing body.
- 22) To make recommendations to the finance committee and/or governing body when expenditure is deemed necessary.
- 23) To act as advisers/consultants to the governing body on Health and Safety matters. To be informed about educational visits and ensure appropriate arrangements are in place

Data Protection compliance

- 24) To ensure that the school is registered with the Information Commissioner's Office as a 'data controller' and this registration is kept current.
- 25) To ensure the school has a named data protection officer (DPO), who is able to carry out their duties independently and is provided with adequate resources to carry out their role.
- 26) To ensure the school publishes suitable 'privacy notices' for pupils, staff and others on whom personal data is gathered and processed and these are reviewed routinely
- 27) To ensure the school has a data protection policy in place and this is routinely reviewed every two years.
- 28) To ensure the school has an up to date, comprehensive data asset register that forms an effective '*record of processing activities*' detailing and justifying all personal data held and processed by the school
- 29) To ensure the school has suitable data processing agreements in place with 3rd parties that process personal data on the schools behalf
- 30) To ensure the school provides suitable training for all staff that handle personal data, at least every two years.
- 31) To ensure the governors carry out good practice when working with personal data on governance matters
- 32) To ensure the school responds to Subject Access Requests (SAR) and Freedom of Information Requests (FOI) within the allowable timescale
- 33) To ensure the school records and responds to data breaches that occur, reporting them when necessary within the allowable timescale
- 34) To ensure the school retains data for the applicable retention periods and destroys it securely when applicable

Personnel / Staffing

- 1) To legal requirements and procedures relating to personnel issues.
- 2) To ensure that all staffing policies and procedures contribute to achieving Every Child Matters outcomes.
- 3) To ensure the staffing structure, retention and succession planning is sufficiently flexible to deliver the School Improvement/Development plan objectives.
- 4) To ensure that the school complies with the legal requirements of the workforce modernisation and development agenda and promotes the sustainability of this agenda via staffing structures and personnel policies.

- 5) To monitor Continued Professional Development for all staff and its contribution to school improvement.
- 6) To annually review the school's Performance Management policy.
- 7) To decide on procedures for staff appointments excluding Heads and Deputies.
- 8) To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
- 9) To be involved in the development of all of the school's policies relating to personnel matters, including:
 - Code of conduct
 - Staff consultation
 - Equalities
 - Pay (through the Pay Matters Sub-Committee*)
 - Leave of absence
 - Capability, Discipline and Grievance
 - Safeguarding and Child Protection
 - Religious Observance
 - Recruitment and Selection and Staff Retention
 - Leadership Development and Succession Planning
 - Staffing reduction procedures
 - Staff secondment
 - Adverse weather conditions
 - Group size of the school (to be reviewed at least once every three years)

To recommend them for approval by the governing body and to ensure that systems are in place to make all staff aware of these policies.
- 10) To annually review the staffing structure and workforce development plan.
- 11) To draft criteria for the approval of the governing body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
- 12) To be consulted on and to approve job descriptions for the staff.
- 13) To be responsible for reviewing the Headteacher's job description should the need arise.
- 14) To liaise with the finance committee in implementing the current School Improvement Plan in staffing matters.
- 15) To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance

* Members of the Pay Matters Sub-Committee will be determined by the Strategic Governors Committee.