

RESOURCES COMMITTEE

Qualities Required

- Ability to work as part of a team
- An interest in people/good judge of character
- Ability to make decisions
- Ability to look fairly at recommendations from other committees
- Resilience
- Ability to look at finances critically
- Ability to demonstrate financial competency in line with FMSIS criteria

Membership And Meetings

- A minimum of three members plus the Headteacher.
- Committee meets every other month – usually October, December, February, May and July at Evelyn C.P. School usually at 6pm

Quorum

Three of the committee members – including the Headteacher or his/her appointed representative

Terms of Reference

The Resources Committee is responsible to the Governing Body for:

- All matters concerning the appointment of staff and terms and conditions of employment.
- All areas of finance for which the Governing Body is responsible. The main responsibility is, in consultation with the Headteacher, to ensure proper allocation and management of funds delegated to the school.
- Updating the school's recruitment and selection policy.

Delegated Powers

With regard to staffing matters:

- Prepare Performance Management Policy for approval by the Governing body.
- Ensure the implementation of the Performance Management policy.
- Carry out all procedures for the appointment of new teaching staff, site supervisor and school administrator (except appointment of Headteacher or Deputy Head – see below)
- Delegate to Headteacher and one other committee member the appointment of all non-teaching staff.
- Draw up for approval by Governing Body all personnel policy documents required: equal opportunities, conditions of service, leave of absence, supply cover, professional development, INSET, induction. (Other policies eg directed time; procedure for reviewing job descriptions and appraisal will be drawn up by the Headteacher_for approval by the committee).

- Delegate to Headteacher all provision of supply cover of under one terms duration.
- Setting up of Staff Appeals Committee.
- To consult as required with all staff or with recognized trade unions.
- Preparation of the School Pay Policy and Conditions of Service to include staffing policy, appointments, promotions, reviews of staff salaries for approval by Governing Body.
- Ensure implementation of the Pay Policy.
- Ratify recommendations made by the Pay Committee regarding annual reviews of pay for individual staff.
- In conjunction with the Headteacher, draw up a staffing structure, (teaching and non- teaching staff, posts, responsibilities etc.) and review annually.
- Review annually grievance procedures and disciplinary rules for staff, including appeals policy and ensure steps are taken to make known such procedures to members of the staff of the school.

With Regard to Finance:

- Ensure the financial regulations for the school approved by the Governing Body are implemented.
- Ensure the FMSIS is met and adhered to.
- Prepare the provisional school budget before 31st March each year
- When notification is received of the annual allocation of delegated funds, agree and approve the final budget for presenting to the Governing Body at the May full meeting for submission to the L.A.
- Exercise virement between budget headings for amounts over those delegated to the Headteacher by the schools financial procedures. Such amounts shall not exceed £5,000; whichever is the less, of the budget heading concerned without prior approval of the Governing Body.
- Ensure that appropriate repayments from lettings are credited to the school budget.
- To refuse to allow spending to exceed the grand total of the annual budget and to report to the Governing Body if there is a possibility of an overspend.
- To receive and, where appropriate respond to periodic audits of delegated funds
- Ensure an annual audit of any accounts held in the school name takes place and present to the Governing Body in accordance with schools Financial Procedures.
- Respond on behalf of the Governing Body to any consultations by the L.A. on the L.M.S. scheme.
- Where necessary, to call a special meeting of the Governing Body.

MATTERS WHICH CANNOT BE DELEGATED TO RESOURCE COMMITTEE

- Appointment of Headteacher or Deputy Headteacher
- Determining of a charging and remissions policy.