

1. Resource Management Committee – Terms of Reference

- Membership:** [Appointed by the Governing Board]
(The membership of a committee may include Associate Members, provided that a majority of members of the committee are Governors.)
- Quorum:** Not be less than three Governors who are members of the Committee. (The Committee can however, specify a higher limit).
- No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.
- Chair:** Annually appointed (usually in the Autumn Term).
- (The Governing Board will decide whether to appoint the Chair or whether the Committee should do this)
In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from among their number.
- Meetings:** Termly (or dependent on present circumstances of the school.)
Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
- Remit:**
1. To act on behalf of the Governing Board in matters relating to:
 - Finance
 - Human Resources
 - Premises
 - Health and Safety issues
 - To liaise and consult with other committees where necessary.
 - To contribute to the School/Academy Improvement Plan.
 - To consider safeguarding and equalities implications when undertaking all committee functions.

The remit of the Resource Management Committee in detail:

A. Finance

Delegated Powers

To act on behalf of the Governing Board on:

- **Actions following financial advice** provided by the City Council and central government.

- requirements set down in the **City Council Fair Funding Scheme of Delegation (Academy Financial Handbook for Academies)** for spending and budgetary adjustments.
- **levels of financial delegation** and monitoring such delegated powers
- reviewing, adopting and monitoring a **Finance Policy and associated statements**.
- establish and maintain a **long term plan** (3 year) and resourcing, taking into account the priorities of the **School/Academy Improvement Plan**
- drafting and approval of the annual budget taking into account priorities of the School /Academy Improvement Plan. (it is recommended that this is further ratified by the Governing Board)
- ensuring that **Value for Money** principles are taken into account when determining expenditure
- ensuring sufficient funds are set aside for **pay increments** as recommended by the Headteacher
- the awarding of **contracts** and approving **service level agreements** and **insurance** arrangements.
- **viement** of funds as delegated within the delegated limit as stipulated in the Fair Funding Scheme of Delegation (and to recommend to the Governing Board any viement above that figure)
- To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment
- ensuring that the Pupil Premium, Sport Premium Funding (secondary only), Year 7 Literacy and Numeracy Catch Up Premium (secondary only) is used effectively and can be accounted for.
- budget monitoring (with the Headteacher) at least termly
- to review, submit and ensure compliance with **Schools Financial Value Standard (SFVS)** including undertaking any actions identified (*maintained schools*)
- monitoring of **expenditure patterns** including the **Benchmarking Report Card** and use of the **Financial Efficiency Metric Tool** to evaluate spending decisions and budgetary performance 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
- Preparing the **Trustees Report** to form part of the Statutory Accounts of the Governing Board and for filing with Companies Act requirements. (Academies)

Other responsibilities

To consider and make recommendations to the Governing Board on:

- a **budget** for the year based on development priorities (eg School /Academy Improvement Plan) (*recommended*)
- To review adopt and monitor all additional financial policies including policies on **Charging and Remissions and Governor Allowances**.
- any potential problems or significant anomalies at the earliest possible point.
- the appointment or re-appointment of the **auditors**, receive their report and recommend action as appropriate to audit findings (*Academies*)

B. Human Resources

Delegated powers

To act on behalf of the Governing Board on:

- the **staffing establishment and structure**, based on the Headteacher's recommendations, the school development plan, resources available **and** effective operation of the school.
- ensuring any recruitment practices comply with **safer recruitment requirements**
- ensure that a **single central record** is maintained for all employees and volunteers and complies with Safeguarding requirements
- **actions following personnel advice** provided by the City Council and set down in the Personnel Handbook and ensuring all appropriate HR policies are regularly reviewed and in place including the Teacher Appraisal Policy, Capability Policy
- implementing the procedures for the **management of change and staff issues** as above.
- the school's compliance with **statutory obligations** regarding employees
- consideration of work life balance for Headteacher and teachers and the arrangements for CPD.
- consultation procedures with **recognised trade unions**
- ensuring that salary decisions for all teaching staff are undertaken annually (including the Headteacher) and are consistent with appraisal outcomes (this should be through an appointed Pay Committee, which may be a sub group of the Resource Management committee)
- to receive an annual report on the performance management/ **appraisal** processes within the school

The Governing Board may also delegate the following to the committee, although these responsibilities would normally be delegated to the headteacher:

- the **dismissal of a member of staff**. (The Committee will consist of three Governors for this purpose)
- any other decision concerning an **individual member of staff**, which is the responsibility of the Governing Board and against which the member of staff has a right of appeal. (The Committee will consist of three Governors for this purpose)

Other responsibilities

To consider and make recommendations to the Governing Board on:

- procedures for dealing with the **management of change**, including redundancy and redeployment
- procedures for dealing with **staff issues**, including discipline, conduct, grievance, dismissal and redundancy
- 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

C. Premises

Delegated powers

To act on behalf of the Governing Board on:

- **advice** provided by the City Council and set down in the Premises Management Documents
- a **statement of priorities** for the maintenance and development of the premises and grounds after inspection annually and in accordance with the Asset Management Plan
- to keep under review the school Accessibility Plan.

- the **cost arrangements** for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- arrangement of professional surveys and emergency work as necessary
- the preparation and implementation of **contracts**
- the quality of **cleaning and grounds maintenance**
- To make arrangements for the committee to inspect the premises on a regular basis

Other responsibilities

To consider and make recommendations to the Governing Board on:

- a **lettings policy and charges**

D. Health and Safety

Delegated powers

To act on behalf of the Governing Board on:

- **advice** received from the City Council or other bodies on health and safety matters, including advice set down in the Health and Safety Manual
- the school's compliance with **health and safety regulations**
- reports and action following the termly **site safety inspection**.
- respond to any health and safety audit report recommendations and ensure all risks are minimised.

Other responsibilities

To consider and make recommendations to the Governing Board on:

- a **school health and safety policy**, including risk assessment.

2. Quality and Standards Committee – Terms of Reference

- Membership:** Appointed by the Governing Board]
(The membership of a committee may include Associate Members, provided that a majority of members of the committee are Governors.)
- Quorum:** Not be less than three Governors who are members of the Committee. (The Committee can however, specify a higher limit).
- No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.
- Chair:** Annually appointed (usually in the Autumn Term).
- (The Governing Board will decide whether to appoint the Chair or whether the Committee should do this)
In the absence of the Chair, the committee shall choose an Acting Chair for that meeting from among their number.
- Meetings:** Termly (or dependent on present circumstances of the school.)
Meetings to be called by the Clerk to the Committee after consultation with the [Chair of the Committee and the Headteacher
- Remit:**
1. To act on behalf of the Governing Board in matters relating to:
 - school development/improvement plan
 - curriculum, teaching and learning
 - special educational needs
 - school matters
 - admissions

The remit of the Quality and Standards Committee in detail:

A. School Improvement/ Development Plan

Other responsibilities

To consider and make recommendations to the Governing Board on:

- the **School/ Academy Improvement Plan**, ensuring that:
 - the staff are consulted
 - targets, priorities, implementation, monitoring and evaluation are included
 - the plan relates to educational outcomes and the raising of standards
- review any actions following an **OFSTED inspection**

- to use the school's own self review and analysis and any feedback from outside agencies in order to evaluate its impact on raising standards and pupil achievement.
- reviewing the leadership and management of the school at all levels in order that it drives school improvement and challenges underachievement.
- ensure compliance with the Equality Duty

B. Curriculum, Teaching and Learning

Delegated powers

To act on behalf of the Governing Board in:

- carrying out the Governors' responsibilities in relation to **assessment, recording and reporting**
- **standards and school effectiveness** through analysis of data and results, looking at pupils' work and visiting the school
- reviewing the schools performance through an understanding of school assessment, RAISEonline, the Data Dashboard provided by Ofsted and the Inspection Data Dashboard, where applicable, Fisher Family Trust as a minimum.
- monitoring and evaluating the impact of teaching on rates of pupil progress and standards of achievement
- understanding the intervention strategies used and impact to support pupils particularly those resourced by pupil premium funding, other underachieving groups and vulnerable children.
- understanding the intervention strategies used and impact of Sports Premium Funding
- monitoring **attendance** including persistent absence
- Reviewing, monitoring and evaluating **curriculum implementation** through a range of strategies, including briefing and curriculum presentations, classroom visits, talking and listening to pupils, parents and teachers
- the school's compliance with the **National Curriculum** and legal requirements
- **children's welfare**, and social, cultural and spiritual development in the light of school curriculum policies.
- **promotion of well-being, community cohesion, British Values and the Prevent agenda.**
- working with school leaders to communicate the vision, ethos and strategic direction of the school and develop a culture of ambition.
- approving and implementing the Sex Education Policy and Equality Information and Objectives

Other responsibilities

To consider and make recommendations to the Governing Board on:

- **school policies** on religious education and collective worship, moral social and cultural awareness and behaviour principles

C. Special Educational Needs

Delegated powers

To act on behalf of the Governing Board on:

- ensuring the needs of SEN pupils are met in accordance with any prescribed Education, Health and Care Plan.
- Compliance with the SEND Code of Practice and publication of the school's offer on the school website.

Other responsibilities

To consider and make recommendations to the Governing Board on:

- the school's **policy and practice for Special Educational Needs and Disability (SEND)**

D. School matters

Delegated powers

To act on behalf of the Governing Board in:

- ensuring compliance with **Child Protection** and safeguarding policies and procedures.
- Receiving-regular reports on **safeguarding arrangements** in the school
- Ensuring that **looked after children** are not disadvantaged by school policies and procedures and receive an annual report on their progress
- receiving an annual report on racist incidents in school
- Monitoring and evaluating the impact of continual professional development on staff performance
- Approving and reviewing the **Complaints**
- Overseeing arrangements for educational visits

Other responsibilities

To consider and make recommendations to the Governing Board on:

- the Child Protection Policy and practice
- the **school prospectus**, where this still exists
- **ensure the school website complies with statutory requirements**
- developments around Healthy Schools especially nutritional standards
- policies for improving relationships between school and the **local wider community**
- issues relating to **admissions, the school day**, etc
- appropriate **consultation documents**
- **any other responsibilities** as appropriate and outlined in *Governance Handbook*

E. Admissions- Where the School is the Admissions Authority

Delegated powers

To act on behalf of the Governing Board in:

- Presenting the case for the Governing Board to an Independent Admission Appeal Panel. The party will consist of one governor.
- Ranking of Admissions Requests at year R
 - To support the LA coordinated admissions scheme to centralise the allocation of school places in the City, by ranking applications against the Admission Criteria determined by the Governing Board.
- Considering, with the support of the LA, in year applications for admission

Other responsibilities

To consider and make recommendations to the Governing Board on:

- the admission policy for the school and recommend changes to comply with the School Admissions Code, DES, DBE or LA guidance.
- To ensure that consultation is undertaken, as appropriate, and within timescales as dictated.

3. Panel Meetings

For circumstances where the Governing Board is required to establish a panel for a particular purpose i.e. Pupil Discipline, Admissions, Grievance, Complaint, Staff Discipline and Pay, three impartial Governors are chosen from a pool of the whole Governing Board. In cases where an appeal procedure applies, three different Governors to those involved in the original panel are chosen from the remainder of the Governing Board. It is not recommended that staff Governors are involved in such panels.

Different procedures apply to the proceedings of meetings of panels and in these instances Governors should consult the relevant policy with regards to the appropriate procedure and guidance.

4. Pay Committee

Membership:	The Pay Committee will consist of at least three Governors, elected by the Governing Board/Academy Trust Board. The Pay Committee will not include any member of staff employed by the Governing Board/Academy Trust Board at the school.
Quorum:	Not be less than three Governors who are members of the Committee.
Chair:	Appointed at the meeting
Meetings:	Annually.-Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
Remit:	To act on behalf of the Governing Board in matters relating to: <ul style="list-style-type: none">• pay and related performance of staff (including the Headteacher)

- to monitor and review the pay policy as necessary and recommend adoption to the Full Governing Board.

The remit of the Pay Committee in detail:

The Pay Committee will have full delegated powers from the Governing Board/Academy Trust Board to take all decisions relating to pay in accordance with the approved school pay policy.

Specifically this will include:

- Ensuring that the whole school pay policy observes all statutory and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).
- Reviewing the whole school pay policy and making recommendations to the full Governing Board/Academy Trust Board for amendment where necessary.
- Reviewing the school pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Governing Board/Academy Trust Board as appropriate.
- Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff.
- Ensuring that pay decisions are fair and equitable, in accordance with the school Appraisal policy and take account of the recommendations of the head teacher.
- In accordance with the pay policy, determine appropriate pay for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- Review the school staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- Recommend the annual pay budget, including pay progression to the Governing Board. It is advised that the budget setting is based on the premise of all teachers at least being assessed as 'good'.
- Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the head teacher.
- Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the full Governing Board/Academy Trust Board.
- Provide an annual report to the full Governing Board/Academy Trust Board summarising pay decisions and issues arising.

