

St. BARTHOLOMEW'S SCHOOL
GOVERNING BODY
RESOURCES COMMITTEE
Terms of Reference 2017/18



Objectives:

- Ensuring fair and equitable effective performance management takes place
- Overseeing the financial performance of the school and making sure its money is well spent
- Ensure the effectiveness of leadership and management section of the School Development Plan

Meetings Membership and Reporting:

- The committee will sit at least three times per year, with additional meetings as they or the governing body consider necessary
- The meeting will be clerked
- Any governor may attend the meeting as an observer providing notice has been given
- Non governor members of staff may attend upon invitation by the Chair of the committee
- The quorum is three, excluding headteacher
- The committee will present the draft minutes of its meeting at the following full governing body meeting.

Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Contribution to core governing body functions

Core Governing Body functions	Contribution from this committee
Ensuring clarity of vision, ethos and strategic direction;	Reviewing contribution of leadership and management Role modelling the school's ethos Reviewing collaboration and partnership agreements
Holding the headteacher to account for the educational performance of the school and the performance management of staff	Holding the headteacher to account for the performance management of staff
Overseeing the financial performance of the school and making sure its money is well spent.	Direct

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Responsibilities

1. To review and ensure a staffing structure fit to deliver the school improvement plan in consultation with the Headteacher. Where staff reductions are indicated to make recommendations to full governing body.
2. To review and enable an asset management policy fit to deliver the school improvement plan
3. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review and to consider any appeal against a decision on pay grading/awards.
4. To oversee the appointment procedure for all staff in consultation with Headteacher.
5. To establish and review an appraisal/ Performance Management Review policy for all staff.
6. To receive reports from the Headteacher Performance Review group.
7. To review effectiveness of Continuing Professional Development Policy for all staff.
8. To oversee the process leading to staff reductions.
9. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
10. To make recommendations on HR related issues to the appropriate Committee and receive reports and review capability, grievance and disciplinary policies.
11. To monitor the PFI and the work of the PFI partner and other service contracts and to oversee staffing issues related to the PFI project.
12. To ensure compliance with legislation on Data Protection and on Equality and Diversity.
13. To ensure Health and Safety issues are appropriately prioritised and receive reports on accidents in school.
14. In consultation with the Headteacher, to draft and approve the first formal budget plan of the financial year within the timeframe set by the local authority and consistent with the objectives of the School Development Plan and maintain an up to date 3 year financial plan.
15. To consider a budget position statement including varmint decisions at least termly and take action as required to enable the school to keep within its budget, reporting significant anomalies from the anticipated position to the Governing Body.
16. To ensure that the school operates within the Financial Regulations of the LA, including meeting the schools financial value standard, and the Scheme of Delegation, and make recommendations for changes to the Financial Scheme of Delegation to full governing body
17. To annually review charges and remissions policies/expenses policies and to monitor service agreements.
18. To review progress against relevant aspects of the school development plan
19. To provide support advice and guidance for the headteacher on matters within its remit
20. To take into account stakeholder views of work within its remit and acknowledge it has done so
21. To review the effectiveness of this committee at least annually
22. To review the interest register of staff involved in the contracts process and governors
23. Review these terms of reference at least annually

These terms of reference agreed by the Governing Body	14.12.17
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Stephen Berry	G	
Martin Morgan	G	

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Steve Vinall	G	
Lara Coleman	G	
Fiona Graham	G	
	G	
Katie Blood (Headteacher)		
Ex-officio members: Sarah Foster Bursar/Finance Manager; Katie Blood		

Chair of the Committee	Stephen Berry
Vice-Chair	

Clerk to the Committee	Tom Way
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Quorum (minimum of 2, committee can determine higher number the Headteacher is not included in the quorum)	2 (excluding Headteacher)
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Date Resources Sub-Committee established	27.09.17
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