

Terms of Reference September 2023
MENSTON PRIMARY SCHOOL GOVERNING BODY RESOURCES
COMMITTEE

These terms should be read in conjunction with the Moorlands Learning Trust 'Scheme of Delegation' (SoD) for the Local Governing Body of Menston Primary School

Membership

The Committee will comprise of at least 5 Local Governing Body (LGB) governors

Quorum

The quorum for meetings of the Committee is 50% of the committee membership. *The meeting will not take place unless the headteacher or her/his representative is present.*

Clerking

The clerk to the committee is Sallie Lloyd

Meetings

The Committee will meet at least once a term, in advance of Local Governing Body meetings, with additional meetings as necessary

Responsibilities: all committees have the following responsibilities:

- ✓ To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- ✓ To contribute to monitoring and evaluating relevant parts of the self-evaluation summary, the academy development plan and the policies allocated to them, reporting or making recommendations to the Local Governing Body.
- ✓ To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the Local Governing Body.
- ✓ To take appropriate action on any other relevant matter referred by the Local Governing Body.

The Resources Committee will oversee

- ✓ the school finances on behalf of the Local Governing Body, as per the Moorlands Learning Trust Scheme of Delegation, ensuring that the school operates within the financial regulations of the Education Funding and Skills Agency (EFSA) and complies with any BMDC, DfE and Schools Financial Value Standard (SFVS) requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money;
- ✓ the maintenance and development of the school site and premises;
- ✓ the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled.

In particular the committee will:

Finance

- ✓ ensure compliance with the Moorlands' Learning Trust LGB scheme of delegation in financial matters including the level of delegation to the LGB, Resources Committee, Headteacher and Director of Operations for the day-to-day financial management of the school;
- ✓ prepare and present to the Local Governing Body for ratification and recommendation to the MLT trustees, an annual budget reflecting priorities in the school development plan;
- ✓ monitor the budget and ensure a termly report to the Local Governing Body with an evaluation of the use of resources and any appropriate recommendations;
- ✓ ensure that the "Governors' Fund" or other such fund is audited and appropriate records are kept,

Premises, health and safety

- ✓ draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the Local Governing Body;
- ✓ agree the lettings and charges policy for the use of school premises;
- ✓ keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
- ✓ Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. Independent schools, Academies and Free Schools have sole responsibility. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

Staffing

- ✓ agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- ✓ keep under review appropriate statutory staffing policies and procedures as listed below and ensure staff are consulted and informed appropriately. In addition, from time to time review the following policies for which responsibility is delegated to the Headteacher: grievance, disciplinary, redundancy, capability, appraisal, sickness absence, whistle blowing;
- ✓ ensure that the school complies with the General and Specific Equality Duties in relation to staff;
- ✓ ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- ✓ consider any issues referred by the headteacher outside any scheme or policy adopted by the Local Governing Body.

The Committee will also nominate 3 governors to form the **Pay and Review Committee*** which will:

- ✓ ensure compliance with the Moorlands Learning Trust pay policy;
- ✓ ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**;
- ✓ ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- ✓ consider the recommendation of the Headteacher's Performance Management committee in relation to whether to award the head an annual increment ***

*The Pay and Review committee will not include members of the HT's PM committee; where

the HT is also the Trust CEO, any pay recommendations must be considered directly by the trustees as per the MLT SoD, in which case this clause will not apply

******Anyone employed to work at the school other than the headteacher must withdraw from this item

*******Anyone employed to work at the school including the headteacher must withdraw from this item; where the HT is also the Trust CEO, any pay recommendations must be considered directly by the trustees as per the MLT SoD, in which case this clause will not apply

Statutory policies and documents

Charges and Remissions

Health and safety operations – a MLT H&S and Premises Management Policy

Accessibility plan