



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Resource Management Committee

Terms of reference

Purpose

To monitor, consider and advise the Governing Body on the school's policies and practice relating to finance, premises, health & safety and staffing resources.

To hold the Head teacher to account on matters connected to finance, premises, health & safety and staffing resources

Finance:

1. In consultation with the Head teacher and the School Business Manager, to draft the first formal budget plan of the financial year;
2. To establish and maintain an up to date 3 year financial plan;
3. To annually review the Finance Manual;
4. To monitor and approve a budget position statement, including virement decisions at least termly and to report significant variations to the Governing Body;
5. To ensure that the school operates within the Financial Regulations of the Borough Council and complies with School Financial Value Standard (SFVS);
6. To annually review charges and remissions policies, expenses policies, lettings policies and charges;
7. To ensure that the School Fund is audited annually;
8. To receive and respond to external audit reports;
9. To determine whether sufficient funds are available for pay salary increments as recommended by the Head teacher;
10. To make decisions and advise the Governing body on spending within and outside the delegated powers of the committee, including reviewing tenders/contracts when appropriate;

11. To investigate financial irregularities and monitor the investigation of those irregularities;

Personnel:

12. To draft and review the staffing structure in consultation with the Head teacher;

13. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review;

14. To oversee the appointment and dismissal procedure for all staff;

15. To establish and review a Performance Management policy for all staff;

16. To monitor performance activity

17. To oversee any process leading to a reduction in staff numbers;

18. To establish and review a policy for equality & diversity and to monitor.

19. To establish a pay committee to meet annually to review the pay and make decisions on pay including the head teacher's pay. Make recommendations to the full governing body on any changes to the pay policy.

Premises:

20. To advise the Governing Body on priorities for the maintenance and development of the School's premises;

21. To oversee and monitor a buildings and asset management plan

22. To oversee arrangements for repairs and maintenance;

23. To consider recommendations on premises-related expenditure;

24. In consultation with the Head teacher and the School Business Manager, to oversee premises-related funding bids;

25. To oversee arrangements for the use of school premises by outside users, subject to Governing Body policy;

26. To establish and keep under review an Accessibility Plan.

27. Prepare information regarding premises, and in particular the disability provision, to be published in the School Profile each year.

28. To have sight of the Equipment Register, including reference to write-offs.

Health & Safety

29. To ensure that Health and Safety legislation requirements are considered and appropriately prioritised;
30. To consider and address the Health & Safety issues of the pupils, staff and other visitors to the School's premises and school trips and off-site activities undertaken by staff and pupils.

Meetings

31. Committee meetings will be held once every half term and otherwise as necessary.
32. The Clerk to the Governors will record the proceedings at each meeting.
33. Minutes will be circulated to members within 7 days of the meeting and presented with the agenda for the next full Governors' meeting.
34. The Chair of the committee will report the work of the committee to the regular meetings of the Governing Body.
35. The committee will liaise with other committees and invite members of other committees to attend its meetings as should be deemed appropriate.
36. Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.
37. The meeting requires half the total membership to be present to be quorate