



St George's Primary School

Terms of Reference for Resource and Premises Committee

Resource and Premises Committee is expected to work within the following terms of reference.

<p>Remit</p>	<ul style="list-style-type: none"> • Core committee that will focus on how the school manages resources including budget; staffing and premises. • Value for money to ensure the best educational provision for our children and the best use of public money. • Probity, delegated authority and appropriate financial checks in policies and routines. • Committee will work with the head teacher, business manager and other senior staff on ensuring that the school's management of the premises and daily routines meets our statutory requirements and duty of care to staff, children, parents, and visitors (other agency workers, contractors, governors etc). • Security, safety and safeguarding in respect to the building and premises. • Committee will provide oversight, challenge and support. It should ensure full accountability for school improvement work. • Committee should make informed recommendations to Full Governing Body and other committees if decisions are to be taken outside the committee's remit.
<p>Guiding Principles and Values</p>	<ul style="list-style-type: none"> • Transparency: Committee should expect transparency in reporting and access to relevant school data. This includes financial records, health and safety audits, incident records and action plans. • Timeliness: Deadlines agreed by the committee should be met by all members. • Challenge: Committee should challenge the work of the school with reference to statutory requirements; best practice and the school's aspirations for health and safety; value for money and premises management. • Support: Committee recognises the challenges of maintaining this work within limited budgets and staffing capacity. Committee will look at how senior leaders and staff are supported by the Governing Body's actions so that they can work effectively. • Oversight and Commitment: Committee should concern itself with what it knows about resources and premises management rather than what it is told. Committee will have to read papers, visit the school, participate in audits and attend training to ensure that they can undertake their duties effectively. • Sustainability: This committee is concerned with the school's environmental responsibility.

<p style="text-align: center;">Delegated Authority for Finance and Budget</p>	<ul style="list-style-type: none"> • Approve, review and monitor's school's budget to ensure that resources are correctly managed and providing best value ofr money. • To establish and maintain an up-to-date 'balanced' three year budget plan , which shows clear links to the 'School Improvement' and 'Staffing' plans • To develop a clear asset management plan to ensure the safety and use of the school's premises. • To complete the Statement of Internal Control • To ensure that the school operates within the LA Finance Scheme & Accounting Procedures (as laid down in the Financial Procedures) • To ensure that the school has, or is working towards achievement of the Financial Management Standards in School (FMSiS) • To monitor and evaluate the management of the School Fund and ensure review of annually audited accounts. • To review annually the Charging and Remissions policy • Annually review service level agreements and insurance options. • To review annually the Finance Policy and agree levels of delegation (see limits of Authority in Financial Procedures). • To establish Charging and Remissions policy for school activities. <ul style="list-style-type: none"> ○ To establish expenses policies and procedures for staff and governors.
<p style="text-align: center;">Delegated Authority for Personnel, Staffing and Human Resources</p>	<ul style="list-style-type: none"> • To determine the staff structure and review its purpose and effectiveness to meet the school's aspirations and statutory requirements (SEND, Pupil Premium, Health and Safety etc). • To annually agree pay policy (LA provided). • Establish and review annually Appraisal and Performance Management Policies for staff and teachers. • Review and agree all polices relating to staffing and personnel. <i>Important to note that all polices not LA agreed must be subject to trade association consultation before changes are agreed by governors.</i> • Review and monitor the effectiveness of the school's absence and sickness policies and procedures for staff. Absence trends should be monitored and appropriate action plans reviewed. • Review and make decisions on pay recommendations related to curriculum staff from head teacher and standards' committee. • Review and make decisions on pay recommendations related to non- curriculum staff from head teacher and/or business manager. • Ensure that the school implements correct safer recruitment policies and procedures. • Ensure that staff school maintains an up to date Single Central Record. • To review school training records to ensure that effective training is in place for curriculum, leadership, safeguarding, safety etc.
<p style="text-align: center;">Sub Committee to Review Pay Appeals by Head Teacher and Standard's Committee</p>	<ul style="list-style-type: none"> • Appropriate committee that will hear representations from staff members regarding pay decisions and performance management decisions.

<p>Delegated Authority for Premises and Insurance</p>	<ul style="list-style-type: none"> • To work with LA as a maintained school to ensure adequate levels of buildings insurance and personal liability • To agree, monitor and annually review the school's asset management plan. • To procure and maintain buildings, including a properly funded maintenance plan. • To work with HT, business manager and site manager to undertake appropriate interior and exterior audits (recommendation is twice a year). • Ensure that arrangements are in place to ensure the safety and supervision of contractors undertaking work. • Ensure that there are appropriate asbestos management plans in place that are annually reviewed. • Work with LA to maintain and review floor and building plans.
<p>Delegated Authority for Health & Safety</p>	<ul style="list-style-type: none"> • To monitor and review the school's health and Safety Policy and ensure that it is effectively implemented. • Ensure appropriate policies are in place for: <ul style="list-style-type: none"> ○ Emergency Plan ○ Management of illnesses and sickness ○ Management of first aid and other treatments ○ Fire Safety ○ Security • To ensure that Health & Safety regulations are followed and prioritised appropriately • To ensure there is an action plan in response to recent LA Health & Safety Inspection report. • To ensure there is an action plan in response to recent LA Fire Safety Inspection report. • To ensure that the school's risk assessments are up to date and fit for purpose. • To review school training records to ensure that effective health and safety is developed for all staff.
<p>Delegated Authority for Extended Services</p>	<ul style="list-style-type: none"> • To review that all the above processes are in place for catering management. • To review that all the above processes are in place for school's Dragon Club 'wrap around' care system. • Ensure that any third party services follow appropriate lettings policy for security, safeguarding, third party liability insurance etc. • To cease providing extended services provision
<p>General Duties</p>	<ul style="list-style-type: none"> • To elect a chair. • To elect a vice chair • Establish links between key governors and key staff including business manager, site manager etc. • To appoint a clerk. • Establish 3 key aims for the academic year. • To undertake monitoring visits/audits as agreed for finance, health and safety etc. • Ensure that minutes are shared with the full governing body and available on the school's website. • Organise appropriate, annual training so the committee can undertake their work effectively. • Meet at least 3 times each year. Once 1 per term. • Members to disclose any declarations of interests at the beginning of each meeting (standard agenda item to be minuted); • To ensure that the committee and its members do not involve themselves in the day to day management of the school, which is the responsibility of the SLT; • To abide by the governor protocols concerning conduct and visits to the school.

Membership of the Learning & Development Team

Quorum	3 Governors. At least two must be non-teaching governors.	
Chair	Charlotte Scott	
Vice Chair	Mark Wiggins	
Governor 1	Alan Lee	
Governor 2	Jon King	
Governor 3	Brian Clark	
Governor 4	Hannah Rice	
Governor 5	Bernard Cassidy	
In attendance	Sarah Jones	
Clerk	Kamal Choudhary	
Agreed by the governing body on	11/08/22	
Review Date	November 2023	