

4e. Resource Management Committee – Terms of Reference

Purpose of Document

This document sets out the structure and duties of the Resource Management Committee. The document describes the full purpose, function and remit of the committee, and should be used to ensure that the committee is effectively discharging all of its responsibilities.

Structure of Committee

Membership: The Panel for the Committee shall consist of at least four Governors plus the Head Teacher, however when meeting as a Hearing Body this will have only three Governors.

Quorum: The Quorum must be three governors

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but no less than once each term.

Financial Duties

- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
- Authorise the virement of funds between budgets and inform the County Council.
- Approve arrangements for the audit of funds received other than from the L.A.
- Advise the Governing Body on any matters arising from the audit of the school's accounts and School Financial Value Standards.
- Monitor the budget and advise the Governing Body on any issues arising from financial matters.
- Agree with the Headteacher any expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account.
- Review Lettings & Charges Policy & determine the levels of charges for lettings.
- Make recommendations annually to the Governing Body on a three-year financial strategy, having particular regard to the School Development Plan.

Staffing Duties

- Appointments of staff other than the Head (which is a full governing body duty), except where delegated to the Head.
- Reviewing the staffing structure of the school whenever necessary.
- Consider applications from staff for secondments, extended leave etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).
- Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body).
- Consider applications for early retirement and redundancy, acting as a Hearing Body in cases of redundancy.
- Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment).
- Succession Planning.

Premises Duties

- Make recommendations to the governing Body on capital works and improvements.
- Prepare an annual programme of repairs, maintenance and decoration.
- Security of the school premises and fire safety measures, including alarm systems and fire drills.
- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.
- Review Health & Safety Policy.

Pupil Discipline & Complaints Duties

- Review the use of exclusion within the school.
- Consider the views of the Head Teacher and of parents of excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination or summative progress test (Hearing Body).
- Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

Document Control & Revision

Maintenance of this document is the responsibility of the Chair of the Resource Management Committee, and is largely derived from the detailed decisions made by the FGB in the Governing Body Delegation Planner (section 4a). It must be reviewed annually and updated to reflect the agreed practice and remit of the committee. Any and all changes need to be reviewed and approved by the full Governing Body

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