



## **Ecclesia Federation**

### **Bishop Winnington-Ingram C of E Primary School Holy Trinity C of E Primary School**

## **Resources Committee**

### **Membership**

The Committee will comprise of up to 6 Governors and, where appropriate, associate members to provide specific expertise and/or skills.

### **Quorum**

The quorum for meetings will be 3 Governors. The meeting will not take place unless the Executive Headteacher or his/her representative is present.

### **Meetings**

The Committee will meet no less than once a term, with additional meetings as necessary.

### **Responsibilities**

All committees have the following responsibilities:

1. Receive reports from members of staff about matters relating to any of the issues listed in their Terms of Reference.
2. Contribute to, monitor and evaluate relevant parts of the SEF, the School Development Plan and the policies allocated to them, making the appropriate financial provisions for implementation and reporting or making recommendations to the Full Governing Board.
3. Consider recommendations from relevant external reviews e.g. audit, Ofsted or LA 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 Full Governing Board.
4. Consider the views of pupils when making strategic decisions that will impact on them.
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies.
6. Take appropriate action on any other relevant matter referred by the Governing Board.

The Resources Committee is responsible for discharging on behalf of the Governing Board, the Governors' responsibilities for:

- a) The management and control of the financial affairs of the school
- b) The recruitment, working conditions, and performance of all the school's staff, as their Employer

- c) The provision of a safe, secure and healthy environment within the school and for its activities
- d) The provision and maintenance of the school premises and estate

<b>Name of Governor</b>	<b>Gov/Co-opt</b>
Rachel Blake	Executive Headteacher
Graham Hamwijk (Chair of Committee)	Deanery Governor
Alastair Fischbacher	Deanery Governor
Susan Brennan	PCC Governor
Danny Gallup	LDBS Governor
Simon Dunn	PCC Governor
Revd Ann Lynes	Ex Officio
Pamela Hanly	Co-Opted on - School Business Manager
Matt Szurgot	Head of School, Holy Trinity
Claire Rodenas	Head of School, BWI

#### **Terms of Reference:**

##### **Financial Affairs**

- To ensure that proper books and accounts are kept and assets and liabilities recorded
- To ensure that there are adequate internal controls and financial procedures in place
- The preparation of the school's annual budgets within a 3 year rolling programme and the monitoring of expenditure against it and the provision of regular reports and updated forecasts, including any significant variations, their causes and proposed remedial measures.
- To review and let contracts on behalf of the Governors ensuring value for money.
- To approve expenditure in line with the current financial procedures
- To plan for and control expenditure on the school estate whether funded through the DFC or other external funds in conjunction with the LDBS
- To ensure that all Governors' Funds and other private funds are properly maintained and regularly reported.
- The committee shall refer to School's Financial Procedures and Practices Document which shall be deemed as part of the committee's Terms of Reference.

##### **Personnel**

- To approve and keep under review the staffing structure in conjunction with the Executive Headteacher
- To establish and be responsible for the operation and regular review of the staff Pay Policy.
- To ensure an annual review of teachers' salaries in line with current arrangements. \*\*
- To ensure an annual review of support staff salaries in line with current arrangements.
- To consider the recommendation of the Executive Headteacher's Performance review panel in relation to whether to award the head an annual increment. \*\*\*
- To oversee the recruitment, (ensuring the school complies with requirements in relation to safer recruitment) working conditions (including all employment related policies and procedures) and retention of all the school's staff (including providing support to the school's management team relating to personnel related issues).
- To establish and regularly review the Performance Management policy for all staff

- To ensure sufficient funding is available for personnel related requirements
- Scrutinise a sample of performance management review statements for staff to ensure a link between the quality of teaching and pay progression.
- To ensure the school's compliance with General Data Protection Regulations (GDPR) and receive an annual compliance report from the Data Protection Officer.

### **Health and Safety**

- To review and update as necessary at least every 2 years or at a significant change the school's Health and Safety Policy
- To audit in conjunction with the Facilities Manager the application of all Health and Safety policies and procedures and recommend any amendment required
- To receive regular reports from the school's Health and Safety committee and reports of any incidents with Health and Safety implications and instigate and oversee any necessary action arising from the incidents to prevent any re-occurrence

### **Premises**

- To oversee in conjunction with the Executive Headteacher the ongoing maintenance and upkeep of the premises and recommend any changes necessary to maintain the required standards of upkeep
- To recommend to the Governing Board works requiring capital expenditure in association with the LDBS Surveyor and staff, and following approval, manage the execution of the approved works on behalf of the Governors.
- To oversee that all statutory and other required inspections and tests are executed and recorded and manage the execution of any works arising from these inspections and tests
- To manage in conjunction with the Executive Headteacher the capital monies (DFC or other funds) provided for the maintenance and improvement of the premises or similar purposes

### **Statutory Policies and Documents**

Accessibility Plan

Allegations against Staff

Appraisal (Perf Man)

Code of Conduct for Adults inc. attendance, capability, conduct, discipline, grievance, health, redundancy, retirement

Central Record of Recruitment & Vetting Checks

Charging and Remissions Policy

Data Protection

Equality Information and Objectives

Finance Policy

Freedom of Information Scheme

Governor Allowances Policy

Health and Safety and Risk Assessment

Premises Management Documents

Teachers Pay Policy

Whistle Blowing

### **NB: Disqualification –**

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

\*\*\* Anyone employed to work at the school including the Executive Headteacher, or parent, must withdraw from this item.

Date of next Review: Autumn 2026