

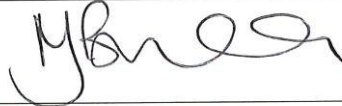
# Orchard Junior School

Growing together. **Branching out.**



## Terms of Reference: Resources Committee

<b>Issue Date:</b>	September 2021
<b>Review Date:</b>	September 2022
<b>Reviewing Committee:</b>	Full Governors

<b>Signed:</b>	
<b>Authorised by:</b>	Nikki Brigg (Chair of Governors)

<b>Hampshire ref</b> (if applicable)	
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## Resources Committee Terms of Reference

Membership:	To consist of at least six governors including the Headteacher
Quorum:	Three governors to be present plus either the Headteacher or Deputy Headteacher
Meetings:	Will be held at least termly
Function:	To advise and assist the Headteacher and report to the Governing Body on all matters relating to the provision of resources (personnel, finance etc.) for the school.
Chair:	Will be elected by members of the committee at the first meeting of the academic year or when a vacancy occurs)

The Deputy Headteacher may attend on behalf of the Headteacher.

### Tasks (Personnel)

1. To play an appropriate part in the appointment process.
2. To maintain up to date information regarding pupil numbers and staff requirements.
3. Regularly review the staffing required and advise Governing Body of any changes required for inclusion in the School Improvement Plan
4. To receive and respond to information regarding the Pay and Conditions of Service and keep abreast of current law and statutes.
5. Work to ensure that governors are known to staff.
6. Ensure the identification of appeals and grievance standing committees, for use when necessary.
7. Ensure the appropriate monitoring of the quality of teaching arrangements are in place and that outcomes are being evaluated which focus on the standards attained by pupils.
8. To establish, implement and monitor the Performance Management Policy.
9. Ensure that training opportunities reflect the needs of both staff, governors and the School Improvement Plan.
10. To carry out annual checks on payroll and safer recruitment.
11. To consider and review policies relating to Capability of Staff and Complaints procedure.

### Tasks (Finance)

1. To create a draft budget each Spring term in accordance with policy of Governing Body and the priorities identified in the School Improvement Plan.
2. To set the budget for the financial year, together with a 3-year financial plan and to present this to the full Governing Body for approval.
3. The Headteacher has the full authority of the Governing Body to the extent of expenditure within the approved budget. For delegated authority this figure is £5,000.
4. To monitor the budget at least termly, ensuring accurate accounts are kept.
5. To revise the budget by carrying out a 6 month budget review and presenting to the Governing Body with any necessary revision.
6. To create and review other policies related to finance:
  - a) lettings
  - b) charging

- c) whistle blowing
- d) debt collection policy

7. These terms of reference should be read in conjunction with the Governing Body – Financial Management Roles and Responsibilities.
8. To monitor the allocation of Pupil Premium monies
9. To monitor the allocation of Primary sports funding.