



Orchard Junior School

Growing together. **Branching out.**

Resources Committee Terms of Reference

Last Review Date:	September 2022
Reviewer:	FGB
Review Cycle:	Annually
Next Review Date:	Autumn 1 2023
Notes:	None
Statutory/Published on Website:	No/Yes

- Membership:** To consist of at least six governors including the Headteacher
- Quorum:** Three governors to be present plus either the Headteacher or the DHT
- 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, Health & Safety 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 can attend in place of the Headteacher.

The Committee will:

- In relation to personnel:
 - play an appropriate part in the appointment process
 - maintain up to date information regarding pupil numbers and staff requirements
 - regularly review the staffing required and advise Full Governing Body of any changes required for inclusion in the School Improvement Plan
 - receive and respond to information regarding the Pay and Conditions of Service and keep abreast of current law and statutes
 - work to ensure that governors are known to staff
 - ensure the identification of appeals and grievance standing committees, for use when necessary
 - 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
 - monitor the Performance Management Policy (MOPP)
 - ensure that training opportunities reflect the needs of both staff, governors and the School Improvement Plan
 - carry out annual checks on payroll and safer recruitment
 - consider and monitor policies relating to Staff Wellbeing, Staff Capability and Grievance procedure (MOPP)

- In relation to Health & Safety
 - consider and monitor policies relating to Health & Safety Policy, Smoke Free Policy, First Aid Policy and Accessibility policy

- receive termly reports from the Health & Safety Governor
- In relation to finance:
 - create a draft budget each Spring term in accordance with policy of Full Governing Body and the priorities identified in the School Improvement Plan
 - 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
 - monitor the budget at least termly, ensuring accurate accounts are kept
 - revise the budget by carrying out a 6-month budget review and presenting to the Full Governing Body with any necessary revision
 - create and review other policies related to finance:
 - a) Charging, Remission and Lettings Policy
 - b) Whistle blowing (MOPP)
 - c) Debt Recovering Policy
 - d) Best Value Statement
 - monitor the allocation of Pupil Premium monies
 - monitor the allocation of Primary Sport Premium

The Headteacher has the full authority of the Full Governing Body to the extent of expenditure within the approved budget. For delegated authority this figure is £5,000.

These terms of reference should be read in conjunction with the Full Governing Body – Financial Management Roles and Responsibilities.