

## RESOURCE & STRATEGIC DIRECTION COMMITTEE BROCKWELL JUNIOR SCHOOL 2018-2019

### Composition

A minimum of three members of the Governing Board.

The Governing Board must determine the membership and proceedings of any committee. The Governing Board must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Board or elected by the committee. The Governing Board may remove the Chair of a committee from office at any time.

### Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Board.

### Strategic Direction

To ensure the effectiveness of the GB work, each of the committees and the partnership with the SLT.

- Managing the FGB and committee agendas including the reporting process between the committees and the full GB, ensuring the direct link to pupil progress and the Ofsted framework.
- Ensuring the cycle of governor business is linked to processes within school.
- Managing an overview of the Ofsted action plan and ensuring that the school is ready for the next Ofsted inspection
- Leading the process of self-evaluation and improvement planning for the GB itself including training, structured links with other effective governing bodies and local/national agencies including the Local Authority, national governor networks, Ofsted and the DFE as appropriate
- The Chairs of Governors and the Chair of each committee should ensure that:
  - discussions are timely, decision-making is appropriately and consistently recorded in the minutes and that the agendas focus the time and effort of the GB on key improvement priorities
  - where actions are agreed by governors, the agenda for future meetings is adjusted to allow for update impact reports from school leaders
  - constant reference in minutes is made to the impact of governor activity and discussion on school improvement

- both challenge and support roles of the GB are managed successfully
- Overseeing governor visits to school including the regularity, purpose, and process for feedback (to staff and the GB)
- Managing the induction of new governors
- Managing the support provided by the Clerk to the GB, as well as any training needs
- Considering various aspects of governance and leadership roles, future needs and succession planning

## Finance

### Terms of Reference

1. To monitor each year's School Improvement Plan, and its clear links to the annual budget plan.
2. The full governing board must approve the budget each year and is accountable for managing the finances of the school. Governing boards generally scrutinise the budget through a finance committee. This allows governors to retain oversight of the decision-making process and to ensure the head teacher accounts regularly for the school's spending. Governors must assure themselves that the school is securing value for money and acting with financial probity. We strongly recommend that schools recruit one or more governors with sufficient financial skills and experience to undertake effective financial scrutiny.
3. To monitor the budget and make recommendations to the Governing Board for any in-year changes to the spending plans.
4. To review the School Finance Regulations and Procedures annually and to make recommendations for any changes and additions to the Governing Board. The Local Authority Finance Section will alert schools to any changes via the Schools Extranet.
5. To approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
6. To consider and make recommendation to the Governing Board concerning any proposal involving on-going rental expenditure not provided for in the Governors' Scheme of Financial Delegation. (Any rental agreements and leases should be forwarded to Eddie Grant at DCC for consideration)

7. To be responsible for contractual arrangements in respect of items approved by the Governing Board in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Board concerning acceptance, in accordance with your quotation and tendering limits.
8. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Board.
9. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year.
10. To determine with the Premises Committee (if established) the arrangements and the scale of charges for the letting of school premises and other remissions.
11. To consider and give advice on any matter involving finance or financial management referred to by the Governing Board.
12. To ensure that the principles of Best Value are followed when making decisions.

## Personnel

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters. **(Note: if the school subscribes to the LA HR package, consultation on HR policies is undertaken centrally by the LA. However, there may be issues that individual schools are obliged to consult staff on, for example changing the times of the school day. The policy, agreed by the GB, would state the school's arrangements for consulting staff, if required, and that this is included in the Personnel Committee Terms of Reference.)**
2. **Discipline/Grievance** – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body. To review the Redundancy Policy.
4. **Staffing Structure** – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.

5. This committee will also have responsibility for the following:
  - i) Procedure for Absence Management and Monitoring
  - ii) Procedure for Harassment and Bullying
  - iii) Procedure for Competence
  - iv) Recruitment and Retention Policy

## Appraisal and Pay

1. To review any changes in pay and condition arrangements for all teaching employees and the exercise of Governing Board's discretion.
2. In the light of any changes, to prepare recommendations for changes to the Pay Policy for the Resource Management Committee/full Governing Board to consider and decide, including the agreement of the salary scales to be utilised, in accordance with the school's pay policy.
3. To receive from the Head and nominated Appraisal Governors such recommendations as are required and appropriate to the exercise of the Governing Board's and Pay Policy Committee's delegated responsibilities to determine any performance pay progression to be awarded to individual teachers.
4. To carry out the statutory annual Salary Review and agree the annual salary for all teachers employed at the school in accordance with this policy and agree the starting salary of teachers new to the school, in the light of the requirements of the School Improvement and Post OfSTED Action Plans.
5. To issue instructions to prepare and issue the annual Salary Statements for all teachers as appropriate.
6. To refer, as appropriate, any budget considerations to the Resource Management Committee.

The Pay Policy Committee will be advised at the annual meeting by the Head except in relation to the statutory annual Salary Review for the Head when it will be advised by the nominated Appraisal Governors.

Any Governor or person with a direct personal or business interest will withdraw from the meeting.

The Pay Policy Committee may meet to undertake a non-statutory salary review at any other time, if there is a need to do so. For example:

1. To award additional Teaching and Learning Responsibility payments for specific responsibilities or duties undertaken by a teacher later in the year.
2. To consider the award of, or on the expiry of, fixed term Teaching and Learning Responsibility payments.
3. To correct errors which come to light at times other than the statutory annual Salary Review.
4. To consider changes to the Head's, Deputy Head's, or Assistant Head's Individual School Range. If change appears appropriate, to then make a recommendation to the Full Governing Board for change in line with the adopted Pay Policy.

### **Disciplinary appeal staff**

1. To hear any appeal in respect of a decision taken by the staff disciplinary committee.
2. To consider and to make any initial decisions about matters relating to the dismissal of staff or staff grievances, in accordance with LA procedures.

### **Functions Delegated to the Headteacher**

As per the Governors' Scheme of Financial Delegation.

Headteacher to be responsible for the day-to-day management of the budget and subject reporting to the Resource Committee:

- a) To make permitted virements within the budget to a maximum of the agreed limit.
- b) To make a purchase up to the value of the agreed quotation limit without obtaining three written quotations, but ensuring that the school obtains best value for money.

### **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;

- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Board cannot delegate any functions relating to: the constitution of the Governing Board (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

### **Appointment of Chair and Clerk**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

### **Minutes**

A written record should be kept of the meeting of the committee including details of those present. These Minutes should be submitted to the next full Governing Board meeting through the Clerk to the Governing Board.

### **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meetings.