



**KENTISH TOWN CE PRIMARY SCHOOL  
(St Benet & All Saints)**

**The Resources Committee  
Terms of Reference**

The Committee will:

1. comprise of at least three governors in addition to the Headteacher. A quorum will be two governors in addition to the Headteacher.
2. meet twice a term to discuss and draw up proposals in respect of all staffing, premises and finance matters, including expenditure budgets, forecasts of staffing need, salaries, recruitment and retention, staff training and development.

**Staffing**

1. keep under review, all personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts), performance management and staff development and refer any changes to policies to the full governing body.
2. approve the staffing complement and staffing structure (both teaching and non-teaching) in consultation with the Headteacher.
3. approve the recruitment and appointment of all permanent teaching staff (except for Senior Leadership Team posts) as necessary.
4. approve the appointment, by the Headteacher, of all other teaching and non-teaching posts.
5. determine any matters referred to the committee regarding any personnel matters in accordance with the procedures adopted by the governing body.
6. hear representations from, and, if appropriate, terminate the employment (or not renew the contract) of any person employed to work at the school.
7. co-ordinate appeals against a decision to terminate the employment (or not renew the contract) of any person employed to work at the school.
8. act as the pay committee –

- a. to review and determine each year the levels of pay for all teaching staff in accordance with the current School Teacher's Pay and Conditions Document;
  - b. to consider and approve discretionary allowances to staff recommended by the Headteacher;
  - c. to review and determine each year the levels of pay for all non-teaching staff in accordance with the National Joint Council for Local Government Service or other appropriate bodies, including any local agreements;
  - d. to determine any application for early retirement and the level of enhancement of pension payments and lump sum payment in accordance with the pay policy and in consultation with the LA.
9. carry out the Headteacher's performance management review, including setting of targets in conjunction with the school's SDIP.
  10. ensure that the necessary arrangements are in place for the performance management of teaching staff in the school and that an up-to-date job description is available for each member of staff at the start of her/his appraisal cycle.
  11. receive regular updates from the Headteacher on the implementation of performance management.
  12. consider recommendations with regard to emergency resourcing for such matters as supply cover.
  13. report the committee's resolutions and recommendations to the next meeting of the full governing body.
  14. keep the terms of reference under review and recommend any changes to the governing body.
  15. monitor governor training and CPD.

#### Finance

1. provide guidance and assistance to the Headteacher and Governors in all matters relating to budgeting and finance, and clearly define financial responsibilities.
2. review budget monitoring reports which contain detailed statements of income and expenditure, detailed departmental budgets and other evidence of delegated financial control, ensuring that full explanations are available.

3. ensure that the School's Financial Value Standard is implemented and reviewed annually in accordance with the national and local requirements.
4. report on the schools finances at full Governing Board meetings.
5. ensure that a recovery plan is put into place where a budget has gone into a deficit position or that there is a plan to spend surpluses.
6. report on an annual budget of income and expenditure to be presented to a full meeting of Governors before the year end and such supplementary estimates as may be required by the Governors.
7. consider and approve a Statement of Internal Control and recommend it to the full Governing Board for approval.
8. consider evidence presented by the Headteacher prior to approving and signing the Best Value Statement for submission to the LA.
9. review tenders received for contracts, on which contractors are to be awarded contracts and make recommendations to the full Governors meeting.
10. ensure that at the commencement of any meeting any interests are declared and recorded in the minutes.
11. authorise required expenditure outside the approved budget.
12. receive requests for authorisation to vire expenditure between budget headings.
13. approve, after due consideration of costs and quality issues, the continuation (or cessation) of contracts, including LA/LDBS sourced services.
14. undertake reviews, in conjunction with the Headteacher, from time to time of the management organisation, accountancy systems and financial procedures of the school and their effectiveness including access to the computer systems.
15. review these terms of reference annually and propose any amendments to the full governing body. Periodically review and authorise the extent of specific delegated powers to the Headteacher for the administration of finances.
16. contribute to the School Development and Improvement Plan.
17. review Internal Audit reports and report to the full governing body on recommendations. Ensure full consideration of audit recommendations and the implementation of appropriate action plans.
18. consider action to be taken with regard to outstanding debts and if necessary, approve writing them off;

19. participate in any consultation with the Local Authority on funding reviews and amendments to the Scheme for Financing Schools.
20. review and make recommendations to the full governing body, on an annual basis, as to the formal approval and adoption of the schools financial procedures (e.g. purchasing and petty cash).
21. be aware of the school's whistle blowing policy.
22. maintain an asset register.

#### Premises

1. organise health and safety checks with SSO.
2. monitor and update health and safety policy.
3. ensure there is a strategy and budget for repairs and maintenance.
4. consider building development works.
5. write school action plan for buildings.
6. ensure the school has appropriate building insurance and personal liability insurance.
7. ensure best value principles are followed.
8. consider changes to lettings policy.
9. regularly report and make recommendations to the full governing body.