

1. Resource Management Committee – Terms of Reference

- Membership:** Appointed by the Governing Board
The membership of a Committee may include Associate Members, provided that a majority of members of the Committee are Governors.
- Quorum:** Not be less than three Governors who are members of the Committee. The Committee can however, specify a higher limit.
- No vote can be taken unless a majority of those present are Governors as opposed to Associate Members.
- Chair:** Annually appointed (usually in the Autumn Term).
- The Governing Board will decide whether to appoint the Chair or whether the Committee should do this.
In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number.
- Meetings:** Termly (or dependent on present circumstances of the school). Meetings to be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
- Remit:**
1. To act on behalf of the Governing Board in matters relating to:
 - Finance
 - Human Resources
 - Premises
 - Health and Safety issues
 - To liaise and consult with other Committees where necessary.
 - To contribute to the School/Academy Improvement Plan.
 - To consider safeguarding and equality implications when undertaking all Committee functions.

The remit of the Resource Management Committee in detail:

FINANCE

Delegated Powers:

To act on behalf of the Governing Board on:

- Actions following financial advice provided by the City Council and central government.
- Requirements set down in the City Council Fair Funding Scheme of Delegation (Academy Financial Handbook for Academies) for spending and budgetary adjustments.
- Levels of financial delegation and monitoring such delegated powers:
- Reviewing, adopting and monitoring a Finance Policy and associated statements.

- Establish and maintain a long term plan (3 year) and resourcing, taking into account the priorities of the School/Academy Improvement Plan
- Drafting and approval of the annual budget taking into account priorities of the School /Academy Improvement Plan. (It is recommended that this is further ratified by the Governing Board)
- Ensuring that Value for Money principles are taken into account when determining expenditure
- Ensuring sufficient funds are set aside for pay increments as recommended by the Headteacher
- The awarding of contracts and approving service level agreements and insurance arrangements.
- Virement of funds as delegated within the delegated limit as stipulated in the Fair Funding Scheme of Delegation (and to recommend to the Governing Board any virement above that figure)
- To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment
- Ensuring that the Pupil Premium, Sport Premium Funding (primary only), Year 7 Literacy and Numeracy Catch Up Premium (secondary only) is used effectively and can be accounted for.
- Budget monitoring (with the Headteacher) at least termly
- To review, submit and ensure compliance with Schools Financial Value Standard (SFVS) including undertaking any actions identified (*maintained schools*)
- Monitoring of expenditure patterns including the Benchmarking Report Card and use of the Financial Efficiency Metric Tool to evaluate spending decisions and budgetary performance ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making.
- The auditing arrangements for the School Fund and other voluntary funds to ensure funds are properly audited
- Preparing the Trustees Report to form part of the Statutory Accounts of the Governing Board and for filing with Companies Act requirements for Academies.

Other responsibilities

To consider and make recommendations to the Governing Board on:

- A **budget** for the year based on development priorities (egg School /Academy Improvement Plan) (*recommended*)
- To review adopt and monitor all additional financial policies including policies on **Charging and Remissions and Governor Allowances**.
- Any potential problems or significant anomalies at the earliest possible point.
- The appointment or re-appointment of the **auditors**, receive their report and recommend action as appropriate to audit findings (*Academies*)

Human Resources

Delegated Powers

To act on behalf of the Governing Board on:

- The staffing establishment and structure, based on the Headteacher's recommendations, the school development plan, resources available and effective operation of the school.
- Ensuring any recruitment practices comply with safer recruitment requirements
- Ensure that a single central record is maintained for all employees and volunteers and complies with Safeguarding requirements

- Actions following personnel advice provided by the City Council and set down in the Personnel Handbook and ensuring all appropriate HR policies are regularly reviewed and in place including the Teacher Appraisal Policy, Capability Policy etc.
- Implementing the procedures for the management of change and staff issues as above.
- The school's compliance with statutory obligations regarding employees
- Consideration of work life balance for Headteacher and teachers and the arrangements for CPD.
- Consultation procedures with recognised trade unions
- Ensuring that salary decisions for all teaching staff are undertaken annually (including the Headteacher) and are consistent with appraisal outcomes (this should be through an appointed Pay Committee, which may be a sub group of the Resource Management Committee)
- To receive an annual report on the performance management/ appraisal processes within the school.

The Governing Board may also delegate the following to the Committee, although these responsibilities would normally be delegated to the Headteacher:

- The dismissal of a member of staff. (The Committee will consist of three Governors for this purpose)
- Any other decision concerning an individual member of staff, which is the responsibility of the Governing Board and against which the member of staff has a right of appeal. (The Committee will consist of three Governors for this purpose)

Other responsibilities

To consider and make recommendations to the Governing Board on:

- Procedures for dealing with the management of change, including redundancy and redeployment
- Procedures for dealing with staff issues, including discipline, conduct, grievance, dismissal and redundancy
- A whole school pay policy (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service

PREMISES

Delegated powers

To act on behalf of the Governing Board on:

- Advice provided by the City Council and set down in the Premises Management Documents
- A statement of priorities for the maintenance and development of the premises and grounds after inspection annually and in accordance with the Asset Management Plan
- To keep under review the school Accessibility Plan.
- The cost arrangements for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- Arrangement of professional surveys and emergency work as necessary
- The preparation and implementation of contracts
- The quality of cleaning and grounds maintenance
- To make arrangements for the Committee to inspect the premises on a regular basis

Other responsibilities

To consider and make recommendations to the Governing Board on:

- A Lettings Policy and charges

HEALTH AND SAFETY***Delegated powers***

To act on behalf of the Governing Board on:

- Advice received from the City Council or other bodies on health and safety matters, including advice set down in the Health and Safety Manual
- The school's compliance with health and safety regulations
- Reports and action following the termly site safety inspection.
- Respond to any health and safety audit report recommendations and ensure all risks are minimised.

Other responsibilities

To consider and make recommendations to the Governing Board on:

- A school health and safety policy, including risk assessment.