



# St George's Primary School

## Terms of Reference for Resource and Premises Committee

Resource and Premises Committee is expected to work within the following terms of reference.

<p><b>Remit</b></p>	<ul style="list-style-type: none"> <li>❑ Core committee that will focus on how the school manages resources including budget; staffing and premises.</li> <li>❑ Value for money to ensure the best educational provision for our children and the best use of public money.</li> <li>❑ Probity, delegated authority and appropriate financial checks in policies and routines.</li> <li>❑ Committee will work with the head teacher, business manager and other senior staff on ensuring that the school's management of the premises and daily routines meets our statutory requirements and duty of care to staff, children, parents, and visitors (other agency workers, contractors, governors etc).</li> <li>❑ Security, safety and safeguarding in respect to the building and premises.</li> <li>❑ Committee will provide oversight, challenge and support. It should ensure full accountability for school improvement work.</li> <li>❑ Committee should make informed recommendations to Full Governing Body and other committees if decisions are to be taken outside the committee's remit.</li> </ul>
<p><b>Guiding Principles and Values</b></p>	<ul style="list-style-type: none"> <li>❑ <b>Transparency:</b> Committee should expect transparency in reporting and access to relevant school data. This includes financial records, health and safety audits, incident records and action plans.</li> <li>❑ <b>Timeliness:</b> Deadlines agreed by the committee should be met by all members.</li> <li>❑ <b>Challenge:</b> Committee should challenge the work of the school with reference to statutory requirements; best practice and the school's aspirations for health and safety; value for money and premises management.</li> <li>❑ <b>Support:</b> Committee recognises the challenges of maintaining this work within limited budgets and staffing capacity. Committee will look at how senior leaders and staff are supported by the Governing Body's actions so that they can work effectively.</li> <li>❑ <b>Oversight and Commitment:</b> Committee should concern itself with what it knows about resources and premises management rather than what it is told. Committee will have to read papers, visit the school, participate in audits and attend training to ensure that they can undertake their duties effectively.</li> <li>❑ <b>Sustainability:</b> This committee is concerned with the school's environmental responsibility.</li> </ul>

<p><b>Delegated Authority for Finance and Budget</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approve, review and monitor's school's budget to ensure that resources are correctly managed and providing best value of money.</li> <li><input type="checkbox"/> To establish and maintain an up-to-date 'balanced' three year budget plan , which shows clear links to the 'School Improvement' and 'Staffing' plans</li> <li><input type="checkbox"/> To develop a clear asset management plan to ensure the safety and use of the school's premises.</li> <li><input type="checkbox"/> To complete the Statement of Internal Control</li> <li><input type="checkbox"/> To ensure that the school operates within the LA Finance Scheme &amp; Accounting Procedures (as laid down in the Financial Procedures)</li> <li><input type="checkbox"/> To ensure that the school has, or is working towards achievement of the Financial Management Standards in School (FMSiS)</li> <li><input type="checkbox"/> To monitor and evaluate the management of the School Fund and ensure review of annually audited accounts.</li> <li><input type="checkbox"/> To review annually the Charging and Remissions policy</li> <li><input type="checkbox"/> Annually review service level agreements and insurance options.</li> <li><input type="checkbox"/> To review annually the Finance Policy and agree levels of delegation (see limits of Authority in Financial Procedures).</li> <li><input type="checkbox"/> To establish Charging and Remissions policy for school activities. <ul style="list-style-type: none"> <li>o To establish expenses policies and procedures for staff and governors.</li> </ul> </li> </ul>
<p><b>Delegated Authority for Personnel, Staffing and Human Resources</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To determine the staff structure and review its purpose and effectiveness to meet the school's aspirations and statutory requirements (SEND, Pupil Premium, Health and Safety etc).</li> <li><input type="checkbox"/> To annually agree pay policy (LA provided).</li> <li><input type="checkbox"/> Establish and review annually Appraisal and Performance Management Policies for staff and teachers.</li> <li><input type="checkbox"/> Review and agree all policies relating to staffing and personnel. <b><i>Important to note that all policies not LA agreed must be subject to trade association consultation before changes are agreed by governors.</i></b></li> <li><input type="checkbox"/> Review and monitor the effectiveness of the school's absence and sickness policies and procedures for staff. Absence trends should be monitored and appropriate action plans reviewed.</li> <li><input type="checkbox"/> Review and make decisions on pay recommendations related to curriculum staff from head teacher and standards' committee.</li> <li><input type="checkbox"/> Review and make decisions on pay recommendations related to non- curriculum staff from head teacher and/or business manager.</li> <li><input type="checkbox"/> Ensure that the school implements correct safer recruitment policies and procedures.</li> <li><input type="checkbox"/> Ensure that staff school maintains an up to date Single Central Record.</li> <li><input type="checkbox"/> To review school training records to ensure that effective training is in place for curriculum, leadership, safeguarding, safety etc.</li> </ul>
<p><b>Sub Committee to Review Pay Appeals by Head Teacher and Standard's Committee</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate committee that will hear representations from staff members regarding pay decisions and performance management decisions.</li> </ul>

<b>Delegated Authority for Premises and Insurance</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To work with LA as a maintained school to ensure adequate levels of buildings insurance and personal liability</li> <li><input type="checkbox"/> To agree, monitor and annually review the school's asset management plan.</li> <li><input type="checkbox"/> To procure and maintain buildings, including a properly funded maintenance plan.</li> <li><input type="checkbox"/> To work with HT, business manager and site manager to undertake appropriate interior and exterior audits (recommendation is twice a year).</li> <li><input type="checkbox"/> Ensure that arrangements are in place to ensure the safety and supervision of contractors undertaking work.</li> <li><input type="checkbox"/> Ensure that there are appropriate asbestos management plans in place that are annually reviewed.</li> <li><input type="checkbox"/> Work with LA to maintain and review floor and building plans.</li> </ul>
<b>Delegated Authority for Health &amp; Safety</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To monitor and review the school's health and Safety Policy and ensure that it is effectively implemented.</li> <li><input type="checkbox"/> Ensure appropriate policies are in place for: <ul style="list-style-type: none"> <li>o Emergency Plan</li> <li>o Management of illnesses and sickness</li> <li>o Management of first aid and other treatments</li> <li>o Fire Safety</li> <li>o Security</li> </ul> </li> <li><input type="checkbox"/> To ensure that Health &amp; Safety regulations are followed and prioritised appropriately</li> <li><input type="checkbox"/> To ensure there is an action plan in response to recent LA Health &amp; Safety Inspection report.</li> <li><input type="checkbox"/> To ensure there is an action plan in response to recent LA Fire Safety Inspection report.</li> <li><input type="checkbox"/> To ensure that the school's risk assessments are up to date and fit for purpose.</li> <li><input type="checkbox"/> To review school training records to ensure that effective health and safety is developed for all staff.</li> </ul>
<b>Delegated Authority for Extended Services</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To review that all the above processes are in place for catering management.</li> <li><input type="checkbox"/> To review that all the above processes are in place for school's Dragon Club 'wrap around' care system.</li> <li><input type="checkbox"/> Ensure that any third party services follow appropriate lettings policy for security, safeguarding, third party liability insurance etc.</li> <li><input type="checkbox"/> To cease providing extended services provision</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> To elect a chair.</li> <li><input type="checkbox"/> To elect a vice chair</li> <li><input type="checkbox"/> Establish links between key governors and key staff including business manager, site manager etc.</li> <li><input type="checkbox"/> To appoint a clerk.</li> <li><input type="checkbox"/> Establish 3 key aims for the academic year.</li> <li><input type="checkbox"/> To undertake monitoring visits/audits as agreed for finance, health and safety etc.</li> <li><input type="checkbox"/> Ensure that minutes are shared with the full governing body and available on the school's website.</li> <li><input type="checkbox"/> Organise appropriate, annual training so the committee can undertake their work effectively.</li> <li><input type="checkbox"/> Meet at least 3 times each year. Once 1 per term.</li> <li><input type="checkbox"/> Members to disclose any declarations of interests at the beginning of each meeting (standard agenda item to be minuted);</li> <li><input type="checkbox"/> To ensure that the committee and its members do not involve themselves in the day to day management of the school, which is the responsibility of the SLT;</li> <li><input type="checkbox"/> To abide by the governor protocols concerning conduct and visits to the school.</li> </ul>

Membership of the Learning & Development Team		
Quorum	3 Governors. At least two must be non-teaching governors.	
Chair	Jon King	
Vice Chair	Charlotte Scott	
Governor 1	Mark Wiggins	
Governor 2	Brian Clark	
Governor 3	Jacob Thomas	
Governor 4	Bernard Cassidy	
Governor 5	XXX	
In attendance	Sarah Jones	
Clerk	Kamal Choudhary	
Agreed by the governing body on		07/11/23
Review Date		November 2024