

# **Bordon Junior School**

## **Terms of Reference**

### **For the**

# **Resources Committee**

**Membership:** Minimum five governors including the Head teacher however any member of the governing body can attend.

**Quorum:** 3 governors.

**Meetings:** Minimum of once per term and as additionally required.

**The Resources committee will discuss aspects of finance, Site and Premises, Health and Safety and Personnel.**

**The committee will be accountable to the FGB and feedback at every meeting and ensure appropriate training is completed by all members.**

**This will enable the Head teacher to effectively manage the school on a day to day basis.**

#### **Finance:**

- Consider annually an essential draft budget with recommendations of projected income and expenditure, and any issues that will significantly alter the budget.
- Monitor the progress of the budget, consider any in year revisions.
- Assess value for money and ensure the budget is linked to the SIP.
- Forecast financial requirements for the next three to five years.
- Consider non staffing expenditure exceeding £5000 expect when prior agreement given by the FGB as part of budget approval.
- The Head teacher may incur all other spending in accordance with the approved Budget without reference to the FGB.
- Receive reports to assess financial implications on the budget to include issues relating to the appointment and dismissal of staff.

#### **Personnel:**

- Where possible to be involved in the appointment of staff, one governor to attend interviews. (head teacher appointments to be arranged in accordance with current county regulations)
- Oversee induction, performance management and continued professional development of all staff.
- Review staffing levels, structures and professional development and to make recommendations in relation to the SIP.
- Elect two governors to undertake the Head teacher's performance review with the LLP.
- Oversee administration of grievance/appeals as and when required.
- Receive review and respond to DFE information regarding Personnel and Pay issues.
- Review salaries annually for all staff and agree pay recommendations where appropriate.
- Review staff absences.
- Review racial incidents.
- Monitor equality through related action plans.

- Monitor Safeguarding through the annual audit, and monitor CRB checks through the review of the Single Central Record.

**Site and Premises:**

- Ensure the school meets the legal and moral obligations to provide a safe, healthy, sustainable environment for staff, pupils and visitors.
- Inspect annually the grounds and equipment and prepare a statement of priorities for maintenance and development, any areas of concern identified to be rectified.
- Draw and keep under review an Accessibility plan to meet the requirements of the discrimination act 1995.
- Ensure the school complies with Health and Safety regulations, ensure the appropriate Risk Assessments are in place and complete accident/incident investigations where necessary.
- Annually review Health and Safety arrangements for the use of school premises by outside agencies subject to agreement by the FGB and local authority policies.

The following policies are currently delegated for review by the committee:

• Accessibility Plan	• Parental Partnership
• Accidents and Emergency	• Pay BJS
• Administration of Medicines	• Performance Management and Capability Procedure
• Allegations of Abuse Against Staff	• Personal Development Learning Website Statement
• Attendance	• Play
• Best Value Statement	• Prevent Duty
• Charging and Remissions	• Privacy Notice Pupils
• Continued Professional Development	• Privacy Notice Staff
• Drug Young Governors	• Safer Recruitment and Vetting
• Drug	• School Code of Conduct
• Fire Evacuation Procedures	• School Emergency Management Plan
• Fire Safety	• School Security
• First Aid	• School Uniform
• Governor Allowances	• Staff Employment and Equality
• Health & Safety	• Statement of Financial Expectation
• Lettings Use of School and Hire Agreement	• Use of Photographs
• Lunchtime Supervisors	• Work Experience Placement
• Parent or Voluntary Helper	

These terms of reference are to be reviewed annually by the FGB in the summer term.