



EASTLEA PRIMARY SCHOOL

RESOURCE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership: The Panel for the Committee shall consist of at least six Governors, however when meeting as a hearing Body this will have only three Governors.

Quorum: The quorum must be three governors.

Chair: To be agreed by the committee.

Clerk: To be appointed by the committee.

Frequency of meetings: As required but usually once each term.

FINANCIAL DUTIES

Set the annual budget for the school.

Ensure appropriate advice is sought before entering into contracts, in line with the LA's financial regulations.

Authorise the virement of funds between budgets and inform the County Council.

Approve arrangements for the audit of funds received other than from the L.A.

Make decisions on behalf of the governing body on any matters arising from the audit of the school's accounts.

Monitor the budget and make decisions on behalf of as necessary on financial matters.

Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.

Authorise signatories for the school bank account.

Determine the levels of charges for lettings.

Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.

Make decisions on behalf of the governing body on any issues arising from financial matters.

PERSONNEL DUTIES

Appointments of staff other than the Head and Deputy (full governing body duty).

Reviewing the staffing structure of the school whenever necessary.

Ensuring that each member of staff has a job description which is reviewed annually, and ensure that job descriptions are reviewed whenever vacancies arise.

Consider applications from staff for secondments, early retirements, voluntary redundancy etc., that the Head feels are necessary to refer to the Governing Body (Hearing Body).

PREMISES DUTIES

Make decisions on behalf of the governing Body on capital works and improvements;

Security of the school premises and fire safety measures, including alarm systems and fire drills;

To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.

POLICY REVIEW DUTIES

Undertake a cyclical review of school policies where required; agreeing changes and making decisions on behalf of the governing body in areas that may not be delegated.

Policies include, but are not restricted to:

- Whole School Pay Policy
- Appraisal Policy
- Lettings & Charges Policy
- Schools Financial Value Standard
- Health & Safety Policy

PUPIL DISCIPLINE & COMPLAINTS *[committee members may be involved as part of the following depending on availability – not necessarily as a full committee but as members brought together for a particular issue]*

Review the use of exclusion within the school.

Consider the views of the head Teacher and of parents of excluded pupils (Hearing Body).

Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).

Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).

Hear appeals against a decision made by another committee of the Governing body. This will include appeals over capability or disciplinary action, dismissal and staff salaries (Appeals Panel).

DELEGATION TO THE HEAD TEACHER

Day to day management of the school.

Casual staff appointments.

Temporary appointments to maintain the delivery.

Arrangements for the termination of staff contracts.

To annually determine staff salaries in accordance with the school's pay policy.

Application & administration of all policies as agreed by the governing body.

Day to day financial management of the school plus:

- Virement between expenditure codes
- Virement between income codes
- Disposition of additional SEND funding (in year charges)
- Virement from contingency up to (£2,000) in any instance.

Agreed 6th December 2023