

**FRIARS PRIMARY FOUNDATION SCHOOL
GOVERNING BODY**

RESOURCES COMMITTEE - TERMS OF REFERENCE

Purpose:

To be responsible for the strategic governance of all matters pertaining to finance and human resources

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors.

3. Frequency of Meetings

The Committee shall meet at least once per term.

FINANCE

4. Delegated Functions

- 4.1** To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities.
- 4.2** To approve the final budget or recommend it for approval to the full governing body.
- 4.3** To ensure that the school's delegated budget is administered in accordance with the LA's Scheme for Financing Schools.
- 4.4** To ensure that the school meets the School Financial Value Standard (SFVS)
- 4.5** To ensure a Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Headteacher and School Staff for the financial, human and asset resource management of the school is established and recommended to the Governing Body for approval.
- 4.6** To monitor the expenditure of the school's annual budget share.
- 4.7** To receive reports from the headteacher and/or the school's business manager on the school's financial accounts.
- 4.8** To consider any audit report and respond to the recommendations of such reports.
- 4.9** To ensure that any virements between budget heads are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.

HUMAN RESOURCES

- 5.1 To approve the staffing complement and staffing structure (both teaching and non-teaching) for the school.
- 5.2 The Governing Body delegates to the Headteacher the appointment of staff, except to the posts of Headteacher, Deputy Headteacher and Assistant Headteacher. When a vacancy arises for a Headteacher or Deputy Headteacher post a selection panel must be appointed by the full Governing Body in accordance with statutory regulations. The appointment of Assistant Headteachers is delegated to the Personnel Committee.
- 5.3 To adopt and review a pay policy.
- 5.4 To adopt and review a performance management policy.
- 5.5 To receive the Headteacher's annual written report about the operation of the performance management policy.
- 5.6 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 5.7 To consider and determine recommendations for performance pay awards.
- 5.8 To establish and review policies and procedures for staff discipline, capability and grievance.
- 5.9 To ensure that provision is made for the continuing professional development (CPD) of staff.

6. General issues applicable across the remit of the whole committee:

- 6.1 To determine any other matters referred to the Committee by the Governing Body.
- 6.2 Conflict of interest - Any Governor who has a direct or indirect interest in any matter which is to be discussed at any meeting shall declare such an interest and withdraw from the discussion and not vote on any question relating to the matter under discussion. This will be reviewed annually in the Autumn Term.
- 6.3 Review - The terms of Reference are to be reviewed annually by the Governing Body at the first meeting of the Autumn Term.

7. Reporting to the Governing Body

- 7.1 The Committee will report to the full Governing Body by presenting the minutes (or draft minutes) of its meetings to the next meeting of the Governing Body.