

Homewood College Governing Body Resources Committee

Terms of Reference: 2019

Contribution to core governing body functions

Core Governing Body functions	Contribution from this committee
Ensuring clarity of vision, ethos and strategic direction;	Reviewing contribution of leadership and management Role modelling the school's ethos Reviewing collaboration and partnership agreements Risk management Establishing beneficial links with TCH and BHPRU
Holding the headteacher to account for the educational performance of the school and the performance management of staff	Holding the headteacher to account for the performance management of staff
Overseeing the financial performance of the school and making sure its money is well spent.	Directly accountable

To ensure:

- financial planning is well-managed and financial oversight is thorough, timely and robust
- the annual budget plan for Homewood College is formally presented and approved
- Homewood College premises are well maintained, safe and appropriate to the needs of the pupils
- personnel procedures and policies meet statutory requirements
- pay policy is updated, reviewed and approved annually
- pay review procedures are carried out in accordance with the agreed policy and in line with statutory requirements
- all statutory relating to finance, personnel and premises are met

1. Membership

Members are appointed by the Full Governing Body (Homewood College). All members must comply with the latest code of conduct of Homewood College Governing Body. The membership must review at least annually whether it has adequate financial skills, by reference to the SFVS financial skills matrix and take action to address any shortfall.

2. Quorum

Three governors plus the Executive Headteacher or nominated substitute. In the absence of the Executive Headteacher, the head of Homewood College must be present.

3. Chairing

The chair will be elected from the membership of the committee if the election has not taken place at full governing body meeting. The term of the Chair of Committee will be until the first full governing body meeting of the academic year.

4. Clerking

Each meeting of the committee should be clerked. Minutes will be circulated to members within agreed timescales and published on the website once agreed.

5. Meetings

The committee shall meet at least once a term and otherwise as necessary.

6. Attendance

Other governors and/or Members may attend by leave of the chair of the committee

7. Ofsted Framework

The committee will oversee the requirements of the following aspects of the Ofsted Framework:

Leadership and Management	<ul style="list-style-type: none">• All aspects except:<ul style="list-style-type: none">○ Curriculum/Extra Curricular (Performance)○ SMSC (Performance)○ QTLA (Performance)○ Pupil Progress (Performance)○ Safeguarding (Safeguarding)
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8. Purpose of committee

Strategic

- a. Work with Members from TCH - BHPRU MC to establish areas of common benefit and policies within the remit of this committee* and make recommendations to full governing body
- b. To review progress against relevant aspects of the school development plan
- c. To review the effectiveness of this committee at least annually
- d. To take into account stakeholder views of work within its remit and acknowledge it has done so
- e. To review the interest register of staff and governors
- f. Review these terms of reference at least annually
- g. To develop a risk register for recommendation to full governing body
- h. To liaise with working groups as appropriate
- i. Evaluation, including re equalities and approval/recommend for approval of the policies and documents listed* at the end of this document.

Finance:

- a. To ensure that the school operates within the Financial Regulations of the LA, including meeting the schools financial value standard, and the Scheme of Delegation, and make recommendations for changes to the Financial Scheme of Delegation to full governing body
- b. In consultation with the Executive/Headteacher, to draft and recommend the first formal budget plan of the financial year within the timeframe set by the local authority and consistent with the objectives of the School Development Plan and maintain an up to date 3 year financial plan.
- c. To consider a budget position statement including virement decisions at least termly and take action as required to enable the school to keep within its budget, reporting significant anomalies from the anticipated position to the Governing Body.
- d. To review, complete and recommend the SFVS to the full governing body and to undertake any remedial action identified as part of SFVS
- e. To receive and act upon any issues identified by a local authority audit

Personnel and Equalities

- f. To ensure that the school is staffed sufficiently for the fulfilment of the school development plan and the effective operation of the schools, and make recommendations to the full governing body regarding any staffing structure presented by the headteachers
- g. To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation
- h. To approve and oversee the operation of the schools' Appraisal Policy - including the arrangements and operation of the schools' appraisal procedures for the headteacher*
- i. To approve and evaluate the effectiveness of the schools' Staff Discipline, Conduct, Capability and Grievance Policies, with appeals procedures, and that staff are informed of these
- j. To keep under review staff life/work balance, working conditions and well-being, and to monitor absence and make recommendations to full governing body
- k. To review and ensure a staffing structure fit to deliver the school development plan in consultation with the Headteacher. Where staff reductions are indicated to make recommendations to full governing body.
- l. To review effectiveness of Continuing Professional Development Policy for all staff.

- m. To ensure compliance with legislation on Data Protection and on Equality and Diversity.
- n. To establish, monitor and review a Pay Policy annually for all categories of staff, taking account of statutory and contractual obligations, local and national developments and make appropriate recommendations to the governing body
- o. To oversee an annual review of teaching staff salaries and ensure that sufficient allocations are made in the budget to allow for progression and pay increments, as recommended by the Headteachers' Performance Management Group and Pay Committee – the headteachers will notify staff, in writing, of any changes to their pay

Premises

- p. To establish and keep under review a Building Development Plan, Accessibility Plan and Lettings Policy
- q. To approve the costs and arrangements for maintenance, repairs and redecoration
- r. To advise the Full Governing Body on priorities, including Health and Safety, for the maintenance and development of the schools' premises
- s. To approve the level of maintenance service the schools wish to buy from service providers
- t. To ensure compliance with premises management regulations
- u. To produce directions as to when (if at all) school or council property may be removed from the schools' premises other than for school purposes
- v. To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990
- w. To carry out school visits to monitor priorities relating to finance, premises and personnel, and report to the committee at each meeting in line with the Governor Visits Policy
- x. To review enable and monitor an asset management policy fit to deliver the school improvement plan

Health and Safety

- y. Advise the full governing body on health and safety across all aspects of the school's functioning.
- z. To ensure health and safety issues are appropriately prioritized.

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| <b>*Statutory Policies</b>                                                                                                                                                                                                                                                                                                                                   | <b>Statutory Documents or requirements</b>                                                                                                           |
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| Accessibility – 1 or does the objective fit better with performance<br>Appraisal 3<br>Capability 3<br>Charging 4<br>Complaints 2<br>Data Protection 4<br>Disciplinary 3<br>Freedom of Information 2<br>Governors allowance Policy 4<br>Grievance 3<br>Health and Safety – (premises and well-being) 1<br>Pay Policy 3<br>Whistleblowing (required by SFVS) 3 | Equalities information and objectives 3<br>Premises management documents 1<br>Register of Interests 4<br>Website compliance 2<br>Lettings (if any) 4 |