Terms of Reference for Resource and Staff Welfare Committee

Autumn 2022

Membership

A minimum of three Governors to include, where possible, one Parent Governor, one Foundation Governor, one Staff Governor and the Headteacher. One governor shall be identified to have responsibility for additional needs.

Chairmanship: Any Governor, excluding the Headteacher, the staff governor and support staff governor.

Clerk: The Governing Body clerk (or a nominated Governor, other than the Headteacher, staff or support staff governor).

Quorum: Three Governors. Staff and support staff governors are not eligible to attend or vote on any discussion on Pay Policy or Performance Management.

Frequency of Meetings: To aim for a minimum of at least four meetings per School Year

Minutes

To be circulated to the members of the committee and to the Governing Body.

Terms of Reference

- The Financial Handbook (Policy) contains the Terms of Reference, duties and powers of the Headteacher and the Resource committee.
- The Academy appoints a Responsible Officer
- The Headteacher is the Accounting Officer
- Review the workings of the Academy Accountants
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Full Governing Body on premises-related expenditure
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility plan
- To make recommendations and allocate Devolved Capital, and monitor the spend
- To review the staffing structure in consultation with the Headteacher, in March and June.
- To oversee the appointment procedure for all staff which has been delegated to the SMT.
- To establish and review a Performance Management policy for all staff.

• To oversee the process leading to staff reductions.

• To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.

• Review personnel related expenditure

• To consider any query re decisions on pay grading or pay awards.

• To oversee and advise on the training and development of staff.

• To take primary responsibility for matters concerning staff welfare and ensure appropriate safeguarding procedures are agreed.

• To review and make recommendations on any personnel related policies.

• To receive reports from the School Business Manager.

• To regularly monitor actual income and expenditure against each budget and the revised forecast for the year.

• To oversee the Risk and Control Sub Committee whose responsibility it is to review the effectiveness of financial procedures and controls, review the findings of internal and external auditors and maintain the Academy's risk register.

• To review and monitor the Equality and Diversity Plan.

• To oversee the drafting of appropriate Policy Documents to the full Governing Body (e.g. Equal Opportunities).

• To oversee the drafting of the school prospectus (meeting legal requirements) and recommendations for its publication and distribution to the Governing Body.

• To be responsible on behalf of the Governing Body for ensuring that all matters of pupil health and welfare (e.g. school meals) are adequately provided for.

• To oversee home/school and community/business links.

• To oversee the drafting of the Home School agreement and recommendations for Governing Body approval.

• To ensure that pupil attendance arrangements meet statutory requirements.

• To oversee and authorise the procedures for school visits in line with school policy and legal requirement.

November 2023