

**STEEPLE CLAYDON SCHOOL
 RESOURCES COMMITTEE INCLUDING PAY REVIEW
 TERMS OF REFERENCE 2018-19**

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
	CONSTITUTION	<p>MEMBERSHIP – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p>CLERK – cannot be the Headteacher. Not best practice to be a governor.</p> <p>QUORUM – at least THREE governors.</p> <p>VOTING RIGHTS – restricted to committee members. Whilst Associate Members can be given voting rights by the Governing Board, BCC Audit does not consider this to be best practice. Chair to have a casting vote but only if a governor.</p> <p>CHAIR/VICE-CHAIR – to be elected annually by the Committee.</p>			
	FINANCE				
1.	Financial Planning	<p>Prepare the annual financial plan taking account of:</p> <ul style="list-style-type: none"> • Implications of implementing the SDP/Ofsted Action Plan. • Priorities determined by other committees and agreed by Governing Body. • the 3 Year Medium Term Financial Plan (to include forecasting of future rolls and expected income levels including Sports and Pupil Premium Funding and Universal Infant Free School Meals) • Consideration of use of surplus brought forward balances • DFCG 	Annually	Bursar/ Headteacher In accordance with STPCD	In line with submission date as published by the LA

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		<ul style="list-style-type: none"> • Purchasing decisions including contracts under renewal, buy back and capital projects. • Provision of extended services i.e. Pre School provision • Staffing structure and associated salaries, including liaising with relevant Committee • financial planning should include a statement of consideration showing both cumulative and in-year deficits, along with an indication of the spending rate of any reserves, with a requirement to apply for a licenced deficit with the Local Authority (LA), if appropriate • Any discussions related to the financial plan are fully minuted. 			
2.	Financial Delegations	To recommend to the full Governing Board the level of financial delegations: <ul style="list-style-type: none"> • Headteacher's limit, for one transaction, £5,000 • Resources limit above £5,000-£10,000 • Full Governing Board above £10,000 	Annually	Bursar/ Headteacher	Autumn
3.		Have authority to vire between headings within the following limits agreed by the full Governing Board: : <ul style="list-style-type: none"> • Headteacher's limit £5,000 • Resources Committee limit £10,000 Full Governing Board over £10,000 	Annually	Bursar/ Headteacher	Autumn
4.		Agree the Scheme of Financial Delegation – delegations to align with Items 2-3	Annually	Bursar	Autumn
5.		Write off debts or inventory items under £1,000 (debts between £1,000 and £10,000 - the Finance Director of Children's Social Care and Learning	As required	Committee	As required

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		must be contacted. Above this level, the Chief Finance Officer must be contacted.			
6.		Contract Award: Have authority to sign off where whole life costs are as follows: Headteacher – under £5,000 Finance and People Committee - between £5,000 and £10,000 FGB – over £10,000	Amounts set annually	Committee	Autumn
7.	Financial Management	Ensure compliance with BCC Schools Financial Framework that ensures effective and appropriate systems of Financial Control are in place.	Ongoing	Bursar	
8.		Review and approve Financial Procedures Manual.	Annually	Bursar/ Headteacher	Autumn
9.		Receive and review and challenge Monthly Summary/CFR Reports/ Bursar Report: <ul style="list-style-type: none"> • Variances from plan to be highlighted with corrective or remedial action detailed. • Committee to approve variances 	Termly as per LA timetable	Bursar/ Headteacher	
10.		Benchmarking of key expenditure: identify and address variances.	Minimum at least annually	Bursar/ Headteacher	Summer
11.		Capital expenditure: <ul style="list-style-type: none"> • Identify and approve expenditure on capital projects PRIOR to expenditure taking place • Monitor capital expenditure. 	As required – Termly	Bursar/ Headteacher	Termly
12.		Year End ensure: <ul style="list-style-type: none"> • Accounts to be finalised. • Outturn position reviewed. 	Annually	Bursar/ Headteacher	Spring

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		<ul style="list-style-type: none"> Impact of financial decisions considered to inform financial planning 			
13.		Voluntary Funds: <ul style="list-style-type: none"> Ensure Audit/Independent Examination Review and confirm signatories and trustees. Registration with Charities Commission if appropriate. 	Annual (within 6 months of year-end)	Bursar/ Headteacher	Present signed Audit/ Examination Certificate to full Board
14.		Extended Services: <ul style="list-style-type: none"> Ensure sound financial controls and monitoring arrangements are in place. Ensure statutory and legal responsibilities are met. Review expenditure, value added and future requirements. 	Ongoing Ongoing Annual	Bursar/ Headteacher	Annual review Spring to inform planning
15.	SFVS	Complete the annual SFVS for presentation to the full Governing Board <u>and agreement, followed by</u> submission to the LA.	Annually	Bursar/ Headteacher	In line with submission date_as published by the LA
16.		Monitor and address remedial action plan arising from the SFVS and investigate the status of outstanding issues	Meeting after submission		
17.		Monitor and ensure Audit Report is reviewed at each meeting and the implementation of audit management actions. (SFVS Q20)	Ongoing/Post-Audit	Bursar/ Headteacher	
18.		The Committee and the Chair of Governors to review the Financial Management Competencies Matrix for School Governors (SFVS Q1)	Annually	Chair of Committee	
19.		Annual review and approval of the Business Continuity Plan (SFVS Q25)			

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20.	Contract Management	Contracting arrangements to comply with the BCC Schools Financial Framework – Standing Orders Relating to Contracts: <ul style="list-style-type: none"> • Correct number of quotations obtained relevant to financial limits • Written authority for Staff • Evaluation in accordance with award criteria • Contracts awarded in line with delegations at item 7 • Contracts written and signed as appropriate. 	As required		
21.		Contracts/Leases: <ul style="list-style-type: none"> • Ensure contract complies with points at Item 21. • Consider new or amended contracts. • Review all contracts. 	Termly Annually	Bursar/ Headteacher	Termly Summer
22.	Policies	Monitor, review and approve policies allocated to the committee in the school's policy review schedule (models available on Governor Zone) including: <ul style="list-style-type: none"> • Annual review and approval of the Charging and Remissions Policy • Annual review and approval of the Lettings Policy and Scale of Hire Charges • Review and Approval of ICT Acceptable Use Policy • Review and approval of Whistleblowing Policy • <u>Review of GDPR and related policies.</u> 	As specified in the schedule	Headteacher/ Committee	
23.	Review	Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	
	PERSONNEL				

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24.	Staffing Structure	Ensure staffing meets school and curriculum requirements in liaison with the Finance Committee.	Annual Review	Headteacher	Spring Term
25.	Recruitment	Ensure that Safer Recruitment Practices are followed.	As required	Headteacher	
26.		Ensure compliance with DfE guidelines for NQTs.		Headteacher	
27.		Support the recruitment of staff at the request of the Headteacher.		Committee	
28.	Equal Opportunities	Receive reports demonstrating equal opportunities have been considered eg disability, gender and ethnicity.		Headteacher	
29.	Leave of Absence	<ul style="list-style-type: none"> Receive a report of Leave of Absences approved by the Headteacher. Approve discretionary leave of absence in line with the policy previously agreed by the full Board. 	As required	Committee/ Chair of full Board	
30.	Performance Management	Annual report on appraisal process to include: <ul style="list-style-type: none"> evaluation and outcome of appraisal process; review of objectives – ensure these are linked to the SDP and reflected appropriately in all staff objectives; To understand the link between pay and performance to inform progression 	Annual	Headteacher	Autumn
31.		Monitor mid-year position: CPD and development opportunities	Annual	Headteacher	Spring – Mid-year position
32.	Retirement	Receive and determine applications for retirement taking advice from HR provider.	As required	Headteacher	
33.	Pay	Determine the school group size using the current School Teacher's Pay and Conditions Document (STCPD)	When appropriate	Committee	On Headteacher recruitment

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34.		Recommend the pay range for the Headteacher.	On Headteacher recruitment	Committee	On Headteacher recruitment
35.		Ensure pay ranges for the leadership group conform with the guidance in the STPCD.	On recruitment of Headteacher	Committee	On recruitment of Headteacher
36.		Monitor performance: <ul style="list-style-type: none"> • Take account of the potential impact on pay and liaise with Finance Committee. • Ensure appropriate support for staff is provided to enable them to achieve their objectives. 	Mid-year	Headteacher	Spring Term
37.	Policies	Monitor, review and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule/ following alert	Headteacher/ Committee	
	HEALTH AND SAFETY				
38.	Premises Maintenance	Review condition of school buildings taking account of the: <ul style="list-style-type: none"> • Property Condition Survey • Asset Management Plan. • Advice of the Local Authority (LA) • <u>The SDP</u> • <u>Carry out workplace inspections (refer to policy 2.5 'A Model Health and Safety Inspection checklist at: https://schoolsweb.buckscc.gov.uk/health-and-safety/health_and_safety_policies/</u> 	Termly	Headteacher <u>or responsible person (ie. Site Manager/SBM)</u>	Committee and full Board

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39.		Produce annual maintenance plan to ensure premises are in a safe condition.	Annual	<u>Headteacher (in conjunction with Site Manager, if applicable)</u>	Summer
40.		Ensure adequate separation of pedestrian and vehicle access on the school site.	Ongoing	Headteacher	
41.		<u>Review the implementation of:</u> <ul style="list-style-type: none"> • <u>Accessibility Plan</u> • <u>Emergency Plan</u> • <u>Personal Emergency evacuation plans for those with limited mobility or special needs in the event of an evacuation</u> • <u>Lockdown procedure</u> 	Annual	Headteacher	Summer full Board
42.		Cost any development/maintenance works necessary and liaise with the Finance Committee.	Termly, as required	Headteacher/ SBM	
43.		Ensure that efficient, effective and safe programmes are in operation, including compliance with risk assessments, for: <ul style="list-style-type: none"> • Reactive (day-to-day) and planned maintenance, • premises/site security, • cleaning, • grounds maintenance, • disposal of waste • <u>Fire</u> • catering 	Termly	Headteacher, <u>in conjunction with Site Manager if applicable</u>	Termly

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44.		Ensure plant and work equipment is provided, serviced and maintained, <u>in accordance with manufacturer's instructions</u> , and records kept, in line with: <u>Health & Safety legislation (PUWER 1998)</u> <ul style="list-style-type: none"> • BCC Insurers requirements • BCC servicing and maintenance policies 			
45.	Contracting	In consultation with the Finance Committee; <ul style="list-style-type: none"> • Follow the BCC Self-help procedures for work other than general maintenance. • Ensure the necessary tendering arrangements are carried out. • Make recommendation to the full Governing Board on the award of contracts ensuring the principles of best value are applied. • Ensure the school complies with the LA's Employment and Control of Contractors, (See the Council's Health & Safety Policies and Procedures) • Ensure all contractors used by the school are registered with a SSIP (Safety Schemes in Procurement) member or equivalent or have been evaluated by a competent person using the BCC Evaluation forms in Part 3 of the policy. 	As required	Committee	
46.	Risk Assessment	All activities/tasks with a significant <u>Health & Safety risk to be assessed and communicated to staff to which it relates. This should be recorded and signed by both the Headteacher and members of staff concerned to show all has been communicated.</u>	Annual	Headteacher	
47.		Fire risk: <u>ensure that a fire risk assessment is in place. This is to be carried out by a member of the Institute of Fire Safety Engineers eg.</u>	<u>Every three years or when significant</u>	Fire Safety Engineer	

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		<u>Zeta Services or any from the list available at http://www.ife.org.uk/Fire-Risk-Assessors-Register.</u> <u>Ensure that a competent person attends the Managing Fire Safety course to understand the duties of the 'Responsible under the Fire Safety Reform Order' and to understand the importance of progressing fire risk assessment actions.</u> <u>Refresher training required every three years.</u>	<u>changes have occurred to building</u>	Headteacher <u>Headteacher</u>	
48.	Audit	Complete an annual Health & Safety audit (the LA Health & Safety Compliance Report is a useful tool): <u>this self-audit is the responsibility of the school to complete and to act upon the findings.</u>	Annually	Headteacher/ <u>Chair of Governors</u>	Summer
49.		<u>Receive reports on the implementation of the Health & Safety Policy to ensure the school complies with the regulations.</u>	Termly	<u>H&S Governor/ Site Manager</u>	Termly: Committee and full Board
50.		Conduct a termly Health & Safety inspection of the school to include report on remedial action.	Termly	H&S Governor/ Site Manager	
51.	Lettings	Monitor and approve any lettings: <ul style="list-style-type: none"> • In accordance with the policy of the Governing Board • Using the scale of charges agreed with the Finance Committee • In accordance with the delegations outlined in the Finance Delegations – LA's Finance Manual: Appendix 1 Scheme of Delegation. • Taking account of LA advice and guidance 	Termly monitoring Annual review		
52.	Accidents	<u>Monitor</u> accidents, incidents, dangerous occurrences:	<u>Termly</u>	Committee	Full Board

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		<ul style="list-style-type: none"> • <u>All accidents and near misses to be investigated by the school and reported on AccessNet (the LA's online accident reporting system, to be introduced October 2017)</u> • <u>Seek advice from the LA's Health & Safety Team to provide advice/support for high risk accidents</u> • <u>Monitor any potential trends and advise</u> • <u>Termly accident report detailing necessary remedial action.</u> 	<u>Termly</u> <u>Termly</u>	<u>Committee</u> <u>H & S Governor</u>	<u>Full Board</u>
53.	Health & Safety	Ensure that all Governors and Staff have access to, and comply with, Health & Safety legislation/policies/procedures , codes of practice and risk assessments, <u>specifically</u> : <ul style="list-style-type: none"> • <u>Schools' Health & Safety Handbook</u> • <u>School Health & Safety Policy Statement</u> • <u>Educational Visits Policy – Health & Safety considerations</u> • <u>Asbestos Log</u> • <u>Fire Risk Assessment</u> • <u>Legionella Log</u> • <u>Regulations for the use of Vehicles</u> • <u>Any other relevant policies or school handbooks</u> 	<u>Annual review</u>	Headteacher	<u>Full Board</u>
54.	Educational Visits	To agree, as part of the school's policy; <ul style="list-style-type: none"> • The types of visits Governors will be informed of e.g. local, residential, overseas, adventurous, using coach or public transport. • If Governors will have access to the Evolve account in order to comment on the visit. 	Annually	Committee	Summer
55.		Ensure emergency management systems as recommended by the DfE are in place and accessible to staff.			

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56.		Monitor implementation of the policy including governor visits to outdoor learning events. Educational visits to be a standing item in the Headteacher Report.	At least annually	Headteacher	Inform future plans
57.		Appoint a school Educational Visits Co-ordinator (EVC) from within the Senior Leadership Team to be trained and resourced to fulfil their duties. Educational Visits Coordinator (EVC) to attend update training every three years.	Annually	Headteacher	
58.		Apply the Charging and Remissions policy taking account of legislation on entitlement to remission of board and lodgings delete as appropriate	Ongoing – Annual report		
59.		Review the Annual Parent Consent Forms ensuring that there are robust systems in place for maintaining emergency contact details, dietary and medical needs.	Annual	Headteacher	
60.		Insurance – where the school is the employer, ensure insurance purchased fully covers all personnel, volunteers and pupils involved in activities out of school hours and off the school premises.	Annual	Headteacher	
61.	Training	Training for key staff: <ul style="list-style-type: none"> • <u>Records of staff training to ensure continuity</u> • <u>Training needs to be identified as outlined in the employees' individual risk assessment.</u> • <u>Refer to SchoolWeb https://schoolsweb.buckscc.gov.uk/health-and-safety/health-and-safety-training/ to meet your training needs</u> • <u>Headteacher to attend IOSH Managing Safety course every 3 years.</u> 			

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		<ul style="list-style-type: none"> School Health & Safety Co-ordinator(s) to complete IOSH Managing Safely course and refresher training <u>every 3</u> years. 			
62.	Policies	Monitor, review and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule	Headteacher/ Committee	
63.	Review	Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	
64.	Minutes	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			
65.	Pay and Performance	Salary review to; <ul style="list-style-type: none"> understand the profile of the school; ensure salaries reflect staff responsibilities and contribution; understand the scope for progression and impact on budget 	Annual Review	Headteacher	Spring
66.		Approve pay recommendations and: <ul style="list-style-type: none"> ensure appraisal policy is applied fairly; ensure recommendations are demonstrably evidence based; ensure recommendations can be justified if challenged; approve evidence-based threshold applications; approve leadership pay; notify HR provider of pay recommendations 	End of appraisal cycle	Headteacher	Autumn
67.		Receive a report to ensure that objectives set are: <ul style="list-style-type: none"> Aligned to SDP; Process is robust, open, consistent and fair; 	Beginning of appraisal cycle	Headteacher	Autumn

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		To understand the link between pay and performance to inform progression			
68.	Minutes	Minutes will be taken at the meeting.			

NB: Revisions since previous version are *italicised and underlined*.