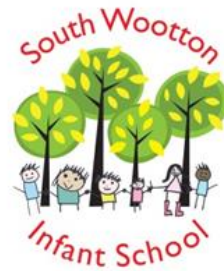


# South Wootton Infant School

## Resources Committee Structure and Terms of Reference



Date Committees Established: September 2011

Date of Review: September 2016

## Finance

### Terms of reference:

- To appoint the Chair of the committee
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

### Additional terms:

- Review the costs that included in the School Development plan (up to 3 years) and ensure they are included in the 3 year budget plan.
- Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan.

- Ensure preparation is made for Financial Management Standards in Schools visit.

**Disqualification** –*Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school*

## Personnel

### Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- 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 well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- Additional items which individual Governing Bodies may wish to include

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

**Disqualification** –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

## **Premises Committee**

### **Terms of reference:**

- 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 Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, 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
- Additional items which individual Governing Bodies may wish to include

### **Members**

Mrs Claire Johnston  
Mrs Claire Gayton

### **Date Appointed to Committee**

01/09/2015  
01/09/2015

Mr Lee Hunt  
Rev. Graham Wilkins  
Miss Joanne Davenport

01/09/2015  
01/09/2015  
01/09/2015

### **Chair of Committee**

### **Clerk to the Committee**

Mrs Linda Thomas

### **Quorum (Min 3)**

### **Committee Established**

September 2011

### **Terms of Reference Agreed**

### **Terms of Reference Reviewed**

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