

## Terms of Reference for the Governing Body's Resources Committee

Agreed at the meeting of the full governing board: Autumn Term 2020

Review date: Autumn Term 2021

Membership: Dr Ed Bond  
Angela Fleming  
Claire Nickels  
Damian Hunter

Chair of Committee: Ed Bond

Quorum: 3 (including the Headteacher)

### Delegation

As an accountable body, the board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made... (Governance Handbook, March 2019).

### Levels of Delegation - Decision or Recommendation

**D = Decision** to be taken by the committee and reported to the full governing body in the minutes.

**R = the committee to make a Recommendation** to the full governing body, who will make the decision.

### Policies & Documents Delegated to this committee:

Policy	D/R	Frequency	Term	Next Review	Statutory
<b>Finance</b>					
Charging and Remissions	R	1 yr	Autumn	2020	Yes
Governor Allowances	R	1 yr	Autumn	2020	Yes
Finance	R	1 yr	Spring	2020	Yes
School's Financial Value Standard (SFVS) Return	D	1 yr	Spring	2021	Yes
Data Protection (& Privacy Notice)	R	2 yrs	Autumn	2020	Yes
Pay	R	1 yr	Autumn	2020	Yes
Pupil Premium Spend Statement (Website)	D	1 yr	Summer	2021	Yes
PE Spend Statement (Website)	D	1 yr	Summer	2021	Yes
<b>Buildings</b>					
Lettings Policy	D	1 yr	Autumn	2020	Yes
Health & Safety including Premises Management	D	4 yrs	Summer	2022	Yes
Accident Book	D	Termly			
Accessibility Plan	D	3 yrs	Spring	2020	Yes
School Emergency Management Plan	D	1 yr	Autumn	2020	Yes
<b>Personnel</b>					

Maternity Policy	D	4 yrs	Spring	2024	
Whistleblowing Policy	D	4 yrs	Autumn	2021	Yes
Work Experience Policy	D	4 yrs	Autumn	2021	
Redundancy Policy	R	4 yrs	Spring	2024	Yes
Parent & Visitor Behaviour	D	4 yrs	Autumn	2022	
Recruitment Policy	D	4 yrs	Spring	2021	
Physical Restraint Policy (PIPS)	D	4 yrs	Spring	2022	
Disciplinary Policy	R	4 yrs	Spring	2021	Yes
Code of Conduct	D	4 yrs	Spring	2022	Yes
Appraisal Policy	D	1 yr	Summer	2021	Yes
Capability Policy	D	4 yrs	Summer	2023	Yes
Staff Grievance Policy & Procedure	R	4 yrs	Summer	2020	Yes

### Best Value

The governing body will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

### Withdrawal

Any person employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

### Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and Headteacher and reported to the next meeting of the committee or full governing body.

### The governing body responsibilities for Buildings and Finance

The governing body has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governance Handbook, March 2019). Governing bodies are responsible for making sure their school's money is well spent. They should do this by making sure they have at least one governor with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?
- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

Many governors may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing body have at least one governor with the skills to understand and interpret the full detail of the financial data available. These governors should make sure that the wider governing body has a correct understanding of the school's finances. They should identify from the data the issues that most need to be discussed. Other governors should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

The governing body recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the governing body as specifically itemised below. The committee will operate in accordance with the provisions of the Schools Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

Governors and Associate Members serving on the Business, Finance and Personnel Committee will undertake appropriate training in order to fully understand their role including , where possible and appropriate, joining relevant staff training to keep updated.

**Duties which are delegated to this committee:**

Duty	D/R	Timescales	Evidence
<b>Finance</b>			
<p>(i) In consultation with the Head(teacher) and taking into consideration:</p> <ul style="list-style-type: none"> <li>• available resources</li> <li>• sustainability of commitments</li> <li>• the school improvement plan (or school development plan)</li> <li>• forecast pupil numbers</li> <li>• anticipated contractual liabilities</li> <li>• other relevant factors</li> </ul> <p>the committee (governor) to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the full governing body for its approval.</p>	<b>R</b>	<p>The Headteacher and committee look at all relevant factors in the Spring Term meeting.</p> <p>The budget plan is then completed by the financial administrator and Headteacher and is discussed and amended in consultation with the Headteacher and Chair of B&amp;F and then the Budget Plan is submitted for approval by the FGB in March.</p>	<p>Committee meeting and full governor minutes</p> <p>Budget Plan</p>
<p>(ii) To ensure the continued knowledge and understanding of committee governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.</p>	<b>D</b>	<p>The Headteacher and committee complete the SFVS assessment within the Spring Term meeting and the return is then forwarded by the financial administrator. Updates on changes to the SFVS through Governance Alert And via the Clerk</p>	<p>Completed SFVS</p>
<p>(iii) To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan.</p>	<b>D</b>	<p>The committee, Headteacher and financial administrator scrutinise school data and review the 3 year financial plan in the Spring Term meeting</p>	<p>3 Year financial plan produced</p>
<p>(iv)</p>			

<p>To monitor budgets for all funds under the governing bodies control, including virement decisions, at least <b>half-termly</b> and to report significant variances from the anticipated position to the governing body.</p>	<p><b>D</b></p>	<p>This is ongoing and will be a regular agenda item.</p>	<p>Termly committee meeting minutes then presented at full governor meetings</p>
<p>(v) To decide/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a:</p> <ul style="list-style-type: none"> <li>• Finance Policy</li> <li>• Charging and Remissions Policy</li> <li>• Governor Allowances / Expenses Policy</li> </ul>	<p><b>R R R</b></p>	<p>See table above for review periods</p>	<p>Policies published on website and held by Clerk.  Evidence of decision/recommendation on minutes as appropriate.</p>
<p>(vi) To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in September each year and to provide an agreed response to the consultation.</p>	<p><b>D</b></p>	<p>Governors receive copies of the Governance Alert, DAG information and Babcock's Devon Governor magazine and any other relevant information via the clerk to keep up to speed with financial funding issues throughout the year. The consultation is discussed and a return made in the Autumn term.</p>	<p>Governance Alert emails  DAG information emails  Any other relevant information via the clerk.  Autumn Term meeting minutes.</p>
<p>(vii) To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.</p>	<p><b>D</b></p>	<p>This is ongoing and will be a regular agenda item.</p>	<p>Termly committee meeting minutes then presented at full governor meetings</p>
<p>(viii) To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.</p>	<p><b>D</b></p>	<p>This is ongoing and will be a regular agenda item.</p>	<p>Termly committee meeting minutes then presented at full governor meetings</p>
<p>(ix) To receive audit reports and refer key issues to the governing body. Direct the response to such reports and ensure such reports are appropriately acted upon.</p>	<p><b>D</b></p>	<p>Audit reports take place 3 yearly (or as required) and the committee consult and ensure actions are in place and review this within the termly meetings where necessary.</p>	<p>Audit report  Termly committee meeting minutes then presented at full governor meetings</p>
<p>(x) To undertake financial benchmarking, alert the governing body to any best</p>	<p><b>D</b></p>	<p>Benchmarking is carried out by the Headteacher and financial</p>	<p>Benchmarking  Summer term</p>

value implications and make recommendations to the full governing body for best practice.		administrator in the Summer Term. Actions are decided upon within the committee meeting and a decision is given to FGB.	committee meeting minutes then presented at full governor meetings
(xi) To monitor the proper allocation of pupil premium, sports funding, CiC funding, and report to the full governing body.	<b>D</b>	The allocation of funding is scrutinised in the Summer Term and any actions are agreed by the committee and then reported to FGB	Publication of PP, sports and CiC funding on website.  Summer term committee meeting minutes then presented at full governor meetings
(xiv) To consider and approve non routine expenditure(not approved within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.	<b>D</b>	Ongoing and reviewed as the need arises.	Meeting minutes
(xv) To ensure an appropriate Risk Register is maintained. Review and monitor the register to ensure the board is made aware of the potential financial impact of identified risks.	<b>D</b>	Risk register will be monitored in the summer term.	Meeting minutes
(xvi) To monitor school purchasing to ensure that conflicts of interests are identified.	<b>D</b>	Register of Business Interests Forms for all staff with purchasing responsibility reviewed in the Autumn Term and as the need arises.	Register of Business Interest forms.
(xvii) To review pupil numbers and implications on the budgets, including the number of pupils eligible for Free School Meals	<b>D</b>	Reviewed on an on going basis and via the HT Report to FGB	HT Report  Meeting minutes
(xviii) To identify levels of surplus (deficit) balances at the end of the financial year, recommend plans for use (recovery). To approve / recommend the writing of irrecoverable debts, up to the delegated limit, and the disposal of surplus and damaged equipment.	<b>R</b>	Reviewed in the Spring Term and recommendations made in March to FGB.	Meeting minutes
(xix) To review procurement strategies and efficiency savings programmes	<b>D</b>	Currently a member of CCSP and registered for the  All decisions made with	Meeting minutes

		Best Value in mind	
(xx) To review the School Emergency Management Plan (financial aspects)	<b>D</b>	See table above for review periods	
(xxi) To ensure that an appropriate register of business interests is maintained by the clerk for everyone involved in governance and the school has a similar record for those involved in the finances of the school at a senior level. Ensure that a summary of relevant business interests is published on the school website to meet statutory obligations.	<b>D</b>	Reviewed in the Autumn Term annually and whenever there is an amendment	Summary of the register of business interests published on website and copies held by clerk
(xxii) To monitor that appropriate levels of insurance are in place.		Monitored in the Spring term to coincide with renewals?	Insurance Certificates and Policy Schedules.
<b>Buildings</b>			
(xii) To assist the Headteacher and discharge the responsibilities of the governing body on matters relating to the school premises and grounds, security and environment.	<b>D</b>	This is ongoing and will be a regular agenda item.	Termly committee meeting minutes then presented at full governor meetings
(xiii) To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan). To review the security requirements of the setting annually and make recommendations to the board in line with professional advice.	<b>D</b>	The annual inspection takes place by the committee in the Summer Term and actions are set. This is then reported to FGB.	Annual inspection paperwork and Summer term committee meeting minutes.
(xiv) To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation. Work with the headteacher to develop a long term plan for improving facilities and premises for staff, pupils and any other visitors or users of the premises for approval by the board.	<b>D</b>	When Finance policy values are exceeded.	In committee meeting minutes when appropriate
(xv) To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to.	<b>D</b>	In line with Finance policy	Finance policy
(xvi) To agree a lettings policy.	<b>D</b>	See table above for review periods	Policy published on website
(xvii) To agree, evaluate and review the	<b>D</b>	See table above for	Accessibility Plan

schools Accessibility Plan.		review periods	published on website
(xviii) To assist the head(teacher) and discharge the responsibilities of the governing body on matters relating to Health and Safety issues within the school	<b>D</b>	This is ongoing and will be a regular agenda item.	Termly committee meeting minutes then presented at full governor meetings
(xix) To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	<b>D</b>	Advice and recommendation and model policy adopted. See table above for review periods	Health and Safety Policy published on website
(xx) To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	<b>D</b>	This is ongoing and will be a regular agenda item.	Termly committee meeting minutes then presented at full governor meetings
(xxi) To monitor the effectiveness of the school's Health and Safety arrangements  Check the school accident book – to monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses). Report any issues of concern to the board.	<b>D</b>	This is ongoing and will be a regular agenda item.	Termly committee meeting minutes then presented at full governor meetings
(xxii) To monitor that Risk Assessments, including an annual fire risk assessment, are up to date with a clear line of responsibility for procedures and actions.	<b>D</b>	Risk assessments are reviewed by the Headteacher and H&S administrator in the Autumn Term.  The monitoring of these is ongoing.	Meeting minutes then presented at full governor meetings
(xxiii) To ensure that clear Health and Safety checks and Risk Assessment details are outlined and complied with prior to educational trips and visits. To receive a report of any issues on Educational trips or visits and ensure staff review the policies in accordance. To ensure that Educational trips and visits meet the safeguarding requirements.	<b>D</b>	This is ongoing.	Meeting minutes then presented at full governor meetings
(xxiv) Ensure that the free school meal provision is being met.	<b>D</b>	Discussion via the HT Report	Meeting minutes then presented at full governor meetings
( To ensure that there are agreed procedures for reporting any concerns	<b>D</b>	Annual staff and governor update	Meeting minutes.

(including an appropriate Whistleblowing Policy)			
( To ensure that all policies relating to health and safety, buildings and visits are reviewed and amended where appropriate.	<b>R</b>	See table above for review periods	
( To recommend to the Governing Board reasonable adjustments to premises to improve disabled access.	<b>R</b>	Discussed as required	Meeting minutes
( Review the School Emergency Management Plan and report to the board.	<b>D</b>	See table above for review periods	Meeting minutes
( Regularly review the premises aspects of the Risk Register and report to the board.	<b>D</b>	See table above for review periods	Meeting minutes
<b>Personnel</b>			
(i) In consultation with the Headteacher and giving consideration to the School Improvement Plan, to review the staffing structure annually and whenever a vacancy occurs. Ensure that flexible working and the Teacher Recruitment and Retention Framework is considered when reviewing staffing structures.	<b>D</b>	The committee review the staffing structure in the Summer term and whenever there is a vacancy and reports to FGB	Minutes of committee meetings. Staffing structure published on school website
(ii) To recommend the (Statutory) policies and procedures for dealing with discipline, grievance and redundancy, in line with Devon County models; and ensure that staff are informed of these.  To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full governing board. To monitor the appropriate procedures are in place and followed for setting levels of executive pay which are transparent, proportionate and justifiable.	<b>R</b>	See table above for when policies are reviewed within the annual cycle.  Pay tables appended to the Pay Policy and policy is consulted on awarding pay decisions.	Policies discussed and evidence recorded in committee minutes.  Recommendations of pay awards are made by the HT Appraisal Panel and ratified by the Pay and Performance Committee.
(iii) To approve the (Statutory) policies and procedures for whistleblowing, conduct and capability, in line with Devon County models and ensure that staff are informed of these.	<b>D</b>	See table above for when policies are reviewed within the annual cycle.	Policies discussed and evidence recorded in committee minutes. Policies published on school website.
(iv) To approve the (Statutory) Teacher Appraisal Policy ensuring that the appraisal process links with the School Improvement Plan priorities. Ensure that	<b>D</b>	See table above for when the Appraisal Policy is reviewed.	Policies discussed and evidence recorded in committee minutes.

the board establishes and appropriate Pay and Performance Committee to monitor the appraisal process and decide outcomes.		Terms of Reference for the Pay and Performance Committee are in place.	Pay and Performance meeting minutes (confidential).
(v) To review the training requirements of the school workforce, linked to the curriculum and the School Improvement Plan, in consultation with the Headteacher and make recommendations where necessary.	<b>D</b>	In the Autumn term training needs are identified by the Headteacher, where necessary the committee would then make recommendations.	Autumn term minutes evidence discussion about training.
(vi) To review (non-statutory) policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate.	<b>D</b>	See table above for when policies are reviewed within the annual cycle.	Policies discussed and evidence recorded in committee minutes.  Evidence of communication to staff via email / letter as appropriate.
(vii) To ensure that requirements for safer recruitment are in place, that contracts are appropriately issued and that there is an up to date central record of recruitment and vetting (DBS) checks held in school. (The Safeguarding Lead Governor is delegated responsibility for checking the content of the SCR).	<b>D</b>	The SSE committee reviews the SCR termly. DBS checks are made by the Personnel committee in the Summer term and Contracts are issued to all staff on appointment. This is monitored by the committee in the Summer Term.	SSE minutes show evidence of SCR and safer recruitment checks.
(viii) To monitor arrangements for interviewing and appointing staff, including agreeing governor involvement (setting criteria, shortlisting, part of interview panel) in different types of appointments. Ensure every member of staff has a contract of employment.	<b>D</b>	Governor involvement takes place whenever there is a Teaching Vacancy.	Minutes of meetings and other appropriate email / postal communication.
(vix) To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	<b>D</b>	Monitoring is ongoing and will be a regular agenda item.	Regular agenda item on all committee minutes.
(ix) Monitor and review staff well-being and absence to identify trends and possible impact and provision, develop plan to mitigate and/or resolve issues.	<b>D</b>	Results of annual survey?  Well being monitored and discussed in the summer term?	Meeting minutes

Monitor recruitment and retention patterns, suggest plans to address any emerging issues.			
(x) Monitor that the school has issued Privacy Notices to all staff and the Data Protection Officer (DPO) ensures that appropriate Data Protection requirements and safeguards are in place for personnel data.	<b>D</b>	DPO report to governors?	Meeting minutes

Governors and any Associate Members Serving on this Committee will undertake appropriate training in order to fully understand their role.