



St Vincent's Catholic Primary School

TERMS OF REFERENCE

Last reviewed: Autumn Term 2020

Resources Committee

<u>Core Purpose:</u>	To deal with matters relating to: <ul style="list-style-type: none"> • Budgets • Financial management • Premises • Staffing • Business management 	<u>Membership:</u>	5 Governors Head Teacher
		<u>Quorum:</u>	3 Governors
		<u>Frequency of meetings:</u>	At least once each term

The Committee will take responsibility for:

- Monitoring and evaluating the budget allocated to the school to achieve best value;
- ensuring the governing body and the headteacher comply with local authority financial regulations;
- Recruitment, selection and appointment of staff
- Reviewing staff pay and conditions;
- Agreeing procedures for staff conduct and discipline;
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation;
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

The committee will accept full delegated responsibilities for the discharge of following duties:

- Preparation and presentation of an annual budget to the full governing body for approval;
- Agree the level of financial delegation to the Headteacher;
- Ensure that the principles of 'best value' are adhered to;
- Review, monitor and evaluate the annual maintenance programme;
- Oversee maintenance, repairs and redecoration within the budget allocation;
- Recommend an appropriate staffing structure to the full governing body for approval;
- Recruit, select and appoint staff;
- Secure the effective implementation of performance management procedures;
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes.
- Be responsible for the application of all aspects of the annual *Teachers' Pay and Conditions Document*, including the School's Pay Policy;
 - To achieve the aims of the whole school pay policy in a fair and equal manner;
 - To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review;
 - To make decisions on expenditure following recommendations from other committees;
 - To ensure that public services remain affordable and sustainable.
 - To keep abreast of relevant development and to advise the governing body when the schools pay policy needs to be revised;
 - To work with the Headteacher in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The committee will advise the governing body on the following, which are not delegated:

- Approval of the annual budget;
- Appointment of Headteacher, and Deputy Headteacher;
- Approval of the staffing structure for the school.