



## **St Vincent's Catholic Primary School**

### **TERMS OF REFERENCE**

Last reviewed: September 2018

#### **Resources Committee**

<b><u>Core Purpose:</u></b>	To deal with matters relating to: <ul style="list-style-type: none"><li>• Budgets</li><li>• Financial management</li><li>• Premises</li><li>• Staffing</li><li>• Business management</li></ul>	<b><u>Membership:</u></b>	5 Governors Head Teacher
		<b><u>Quorum:</u></b>	3 members plus the Head Teacher
		<b><u>Frequency of meetings:</u></b>	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;
- 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;
- Project manage 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;

*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.



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