**Tintwistle Primary School**

**Resource Committee – September 2021**

**Membership**

1. The committee shall consist of at least 3 governors plus the Headteacher.
2. The committee shall have such co-opted non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

**Quorum:**

The quorum shall be 3 governors, one of whom must be the Headteacher. The committee shall not meet without the Headteacher or Headteacher’s nominee being present.

**Meetings**

The committee shall meet at least once a term and otherwise as required.

1. The committee will make a record of all proceedings at each meeting. Minutes will be circulated to all governors within 7 days of the meeting (or as agreed) and presented with the agenda for the next full governing body meeting.
2. The Chair of the Finance Committee will report the work of the Committee to the GB.
3. The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.
4. Any matters which may be in conflict with the work of another committee must be referred to the governing body.

**Terms of Reference**

**Finance**

1. To provide guidance and assistance to the headteacher and the Governing Body in all matters relating to budgeting and finance.
2. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
3. To consider and approve each year’s annual management plan priorities and present an annual budget to the Governing Body for consideration and ratification.
4. To monitor the income and expenditure of all public funds (budget share, other funds provided by the LEA, nursery and pre/post school care) and report on the situation to the Governing Body.
5. To recommend the level of delegation to the headteacher for the day to day management of the school.
6. To approve the costs and arrangements for purchases, maintenance and repairs when those costs fall between the level of the headteacher’s financial delegation limit and the Governing Body’s limit.
7. To vire funds, if necessary, within the limits set by the Governing Body.
8. To ensure the audit of non-public funds for presentation to the Governing Body.
9. To receive and, where appropriate respond to, periodic audit reports of public funds.
10. To provide support to the headteacher on all matters relating to the school premises and grounds.
11. To oversee the preparation and implementation of contracts.
12. To prepare a lettings policy for the approval of the Governing Body.
13. To ensure any necessary liaison with the Local Authority’s Property, Audit and Financial Services Departments.
14. To present a termly written report to the Governing Body of its actions.

**Staff structure and recruitment**

1. To determine staffing levels and management structure on an annual basis and whenever a vacancy arises.
2. To support strategic planning for internal promotions and permanent staffing posts.
3. To receive reports and monitor the decisions delegated to the Headteacher on temporary appointments (in accordance with the local authority’s general policy on the employment of schoolteachers on fixed term contracts).
4. To oversee the appointment procedure for all staff and that it is in accordance with Safer Recruitment guidelines.

**Pay and performance management**

1. To review the School Pay Policy and its implementation in line with DfES and local authority regulations and guidelines, refer any financial implications to the Finance Committee, and report back to the governing body.
2. To consider the Headteacher’s recommendations on teachers salaries in line with the school pay policy.
3. To review the Performance Management Policy and its implementation in line with DfES and local authority regulations and guidelines and report back to the governing body.
4. Ensure the Headteacher’s Performance Management is carried out as per the school’s policy.
5. To ensure proper arrangements are in place to consider any appeal against a decision on pay issues.

**Policies**

1. Ensure up to date policies are reviewed and in place for staff discipline, grievance, capability, redundancy and any other HR policies based on LA guidance.
2. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and staff retention.
3. To ensure staff are consulted, when required, on changes to HR policies and are informed of HR policies.