

RESOURCE MANAGEMENT COMMITTEE – Terms of Reference

Membership:	The Panel for the Committee shall consist of at least six Governors, however when meeting as a hearing Body this will have only three Governors (or 50% if higher)
Quorum:	The quorum must be three governors.
Chair:	To be agreed by the committee.
Clerk:	To be appointed by the committee.
Frequency of meetings:	As required but no less than once each term.

FINANCIAL DUTIES

- Set the annual budget for the school.
- Ensure appropriate advice is sought before entering into contracts, in line with the LEA's financial regulations.
- Authorise the virement of funds between budgets and inform the County Council.
- Approve arrangements for the audit of funds received other than from the Local Authority.
- Advise the governing body on any matters arising from the audit of the school's accounts and School Financial Value Standards.
- Monitor the budget and to advise the governing body as necessary on financial matters.
- Agree with the Head Teacher, expenditure on capital projects not falling within the planned budget.
- Authorise signatories for the school bank account.
- Determine the levels of charges for lettings.
- Make recommendations annually to the governing body on a three year financial strategy, having particular regard to the School Improvement Plan.
- Advise the governing body on any issues arising from financial matters.

STAFFING DUTIES

- Appointments of staff other than the Head (full governing body duty) except where delegated to the Head.
- Reviewing the staffing structure of the school whenever necessary.
- Consider applications from staff for secondments, extended leave etc. that the Head feels are necessary to refer to the Governing Body (Hearing Body).
- Hear and determine sanctions, suspensions and dismissals in cases that are referred to the Governing Body under the Governing Body's procedures (Hearing Body).
- Consider applications for early retirement and redundancy, acting as a hearing body in cases of redundancy.
- Consider recommendations for performance pay progression and appropriate remuneration under the whole school pay policy (starting salaries determined at appointment).

PREMISES DUTIES

- Make recommendations to the governing Body on capital works and improvements;
- Prepare an annual programme of repairs, maintenance and decoration;
- Security of the school premises and fire safety measures, including alarm systems and fire drills;
- To oversee arrangements for grounds maintenance and the requirements of the environmental Protection Act 1990 concerning litter and refuse.

PUPIL DISCIPLINE & COMPLAINTS

- Review the use of exclusion within the school.
- Consider the views of the head Teacher and of parents for excluded pupils (Hearing Body).
- Decide whether or not to confirm exclusions of more than five school days and those where a pupil would miss an opportunity to take a public examination (Hearing Body).
- Hear all formal complaints against the Head Teacher, an individual member of staff or the Governing Body (Hearing Body).