

CALDEW SCHOOL GOVERNING BODY  
**RESOURCES COMMITTEE TERMS OF REFERENCE**

<b>Chair:</b>	Bryan Craig
<b>Clerk:</b>	Sarah Connolly
<b>Membership:</b>	Vicki Jackson (Headteacher) Jennie Wilkinson Bryan Craig Diane Shirvinton Pam Abba Rachael Mason
<b>In Attendance:</b>	Dave Foulkes (Health & Safety Co-ordinator) Paul Harrison (Site Manager)
<b>Quorum:</b>	3

**Procedures**

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Clerk/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Clerk at least one week prior to the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book. All members of staff attending a Resources Committee meeting (excluding clerk and headteacher) should leave for the confidential items.

**Responsibilities (all outcomes recommended to Full Governing Body for approval)**

**Strategic**

- Developing school premises strategy including community use
- Ensure longer term priorities are identified and funding is secured from within the school budget to link in with development/maintenance plans for the school premises
- Recommend and monitor school contracts for maintenance – premises and grounds
- Monitor implementation of maintenance and capital plans for the premises
- Seek and apply for funding for premises that may be available from the DfE and appropriate sources
- Establish and review the following policies/procedures –
  - Accessibility Plan
  - Health & Safety Policy
  - Capability/Disciplinary/Grievance Procedures
  - Equal Opportunity Policy
  - Harassment Policies
  - Leave Policies (Maternity/Paternity/Adoption)
  - Appraisal/Performance Management Policy
  - Pay Policy
  - Retirement/Redundancy Procedures
  - Freedom of Information requests
  - Data Protection
- To ensure that effective measures are in place to ensure the school site is secure
- Establish arrangements for keeping premises in a neat and tidy order

**Commented [o1]:** Should also be included in the finance element of the decision planner

- Decide on number of staff and the level of management and promoted posts
- Decide on overall procedures for appointment of staff; headteacher/senior leadership team/teachers/associate staff and ensure they follow safer recruitment guidelines
- Support, select, appoint, discipline and dismiss staff; headteacher/senior leadership team/teachers/associate staff
- To ensure the NQT induction programme is in place that complies with statutory guidance

#### Critical Friend

- Monitor the Leadership and Management SEF
- Ensure Health & Safety Policy procedures are followed
- Ensure maintenance of appropriate, regular risk assessments
- Monitor Accessibility Plan
- Monitor facilities to ensure they are available and suitable for use by the local community
- Monitor occupation / use of premises within and outside school day
- Monitor general maintenance issues – premises and grounds
- Monitor appraisal and staff performance management
- Monitor staff absences
- Keep under review staff work/life balance, working conditions and well-being.

#### Specific tasks

- Appraise tenderers and recommend contractor appointments for premises related issues
- Provide panel to hear staff grievances
- Establish Pay Review and Pay Appeals Committees
  - to carry out Headteacher's performance reviews
  - consider Headteacher's recommendations for pay progression
- Responsibility for staff discipline
- Responsibility for conditions of employment
- Responsibility for health and safety of staff
- Responsibility for HR contracts of employment

*Sept 2017*