

Stormont House School Resources Committee Terms of Reference

The Committee has been delegated by the Governing Body the responsibility of monitoring the management and use of the resources of the school. The resources include Human Resources, Finance and Premises.

The Committee should meet at least once in every term. No decisions can be taken unless at least 3 governors are present of which 2 should be non school based governors

Human Resources:

The committee should:

- ENSURE that all decisions taken by the Committee meet the objectives contained in the School Development and the Leadership and Management Plans
- Regularly monitor and review the school's recruitment procedures to ensure they follow recommended good practice and legal requirements.
- Ensure the selection panel when recruiting for a position within the Senior Management Team, Middle Management Team, Subject Leaders or other teaching posts carrying responsibility points is drawn from the Governing Body and where appropriate the Senior Management Team. At least one member of the panel must be Safer Recruitment trained
- Position Descriptions – ensure all staff have a position description that reflects the current roles and responsibilities of their job.
- Welfare of Staff and Pupils– ensure that health & safety, welfare, equal opportunities, disciplinary and grievance procedures are accessible by staff electronically and in hard copy. The non staff members of the committee should also be familiar with these procedures.
- Consider advice or guidance from the Hackney Learning Trust or other relevant bodies on issues within the remit of the committee reporting back to the Governing Body as appropriate.
- Performance Management/Appraisal – ensure that performance management/appraisal is undertaken in accordance with the agreed policies.
- Whole School Pay Policy – ensure that the Whole School Pay Policy is applied in a fair, consistent and confidential manner reporting back to the Governing Body as required.
- Statutory and contractual obligations – ensure all statutory and contractual obligations that fall within the remit of the Committee are applied consistently.

(Note: Staff Governors should not be involved in salary reviews and salary recommendations).

Finance:

When completing the following responsibilities the committee should seek guidance from the Hackney Learning Trust when necessary and operate under the Financial Procedures Manual.

- Ensure a strategic approach to planning the annual budget that reflects the school's educational objectives.
- Plan and Present the budget to Governors for approval, in line with the Leadership and Management Plan (including the schools staffing structure and charging policy).
- Monitor Expenditure against budget receiving explanations for significant variances and ensuring expenditure does not exceed the total delegated budget.
- Approve the allocation of new, unallocated or surplus funds between budget headings up to a limit of £40,000. Amounts in excess of this must be authorised by the Governing Body.
- Review and approve the school's procedures for financial monitoring and control annually.
- Monitor and ensure any School Voluntary Fund or Governors Fund are managed with the same rigour as the public accounts and the annual audit statements for these accounts are reviewed.
- Approve Contracts up to £40,000. Amounts in excess of this must be approved by the Governing Body. Ensure contracts and tenders are awarded in accordance with Hackney Council's Financial Regulations.
- Ensure that the school's day to day financial management is established on firm principles of financial monitoring and control as detailed in The Hackney Learning Trust financial procedures manual; that monitoring reports of expenditure and income against the school's delegated budget are prepared by the Business Manager for presentation at each of the Committee's meetings.
- To approval annually the delegated authorised expenditure limits to members of the Senior Management Team.

Premises:

- Ensure the school operates in a safe and secure environment
- Ensure the health and welfare of the students and staff meets current legislation.
- Ensure Risk Assessments are completed as required to allow all students, staff and 3rd party personnel to enjoy a safe and secure environment at all times.

General:

- Provide written minutes of each committee meeting to the Governing Body.

Reviewed: October 2017

Next review: Autumn 2018