

**Honeywell Schools' Governing Body
Resources Committee
Terms of Reference
2023-2024**

Committee Composition

The Committee will be chaired by a non-teacher Governor and will comprise of 2 or more additional non-staff Governors, the 2 Head Teachers (Infant School), Head Teacher (Junior School) and the School Business Manager. The Deputy Head Teachers or Teaching Staff Representatives from both Junior and Infant Schools may be invited, as appropriate, to meetings.

For Pay decisions, the Committee will be the same as above except for the Heads and all staff members, who should not be present during these part of the meetings.

Only governors have voting rights. Non-voting participants may be invited to meetings by the committee as and when required.

The governing body will elect the chair of the committee annually. The membership of the committee shall be reviewed and determined annually by the governing body.

Quorum

The quorum is 2 non-teacher Governors and 1 Head Teacher of relevant school dependent on matter.

The quorum for Pay related decisions is 3 non-teacher Governors.

Governors who may stand to gain directly and indirectly from any decision must not take part in those decision-making procedures.

Meetings

The chair shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing body. Any part of the meeting regarding pay decisions should not be clerked by anyone who works at the school.

In reviewing any matters related to staff, anonymity should normally be kept on individuals. This may not be possible in circumstances of grievances.

At all times confidential items should be minuted in a separate section under confidential matters. All Pay related matters will be minuted separately and only accessible to non-staff Governors.

The committee shall meet as required depending on need.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic role. Whenever possible, reports will be used in common across the school.

HR Responsibilities

Staffing:

- To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation
- To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the headteacher the appointment of all other support staff. Governors can be asked to join recruitment panel when the appointment warrants it
- To manage and undertake the recruitment process for new Head Teachers and Deputy Head Teachers as appropriate. Including setting up a selection panel of at least three governors (the selection panel makes recommendations concerning the appointments which have to be ratified by the full governing body)
- To ensure that environmental sustainability credentials are considered when recruiting staff.
- To ensure that appropriate job descriptions are in place
- To check that the arrangements for staff appraisal (performance management) are in place, robust and being followed
- To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff and to include the provision of environmental sustainability training.
- Review annually the unit total of the school and the effect, if any on the ISR (individual school range).

Performance Management:

- The establishment with the School Improvement Partner of the headteacher's objectives
- The monitoring of progress towards the objectives
- The arrangements for the Head Teacher's Review
- The Review and the decision on whether or not objectives have been met, in consultation with the SIP
- Monitor the effectiveness of the Performance Management Policy.

Staffing Review and Dismissal Committee [only formed if and when required]:

- To determine the need for staffing reduction/redundancy
- To determine selection criteria
- To consult with trade unions and staff
- To make decisions on the selection of nominees for redundancy
- To consider representations against nominations for redundancy
- To observe the Guidelines adopted by the governing body.

Staff Attendance, Discipline and Dismissal Committee [only formed if and when required]:

- To receive reports on the attendance of staff and if necessary, to recommend dismissal
- To receive reports relating to staff discipline in accordance with laid down procedures and if necessary, recommend dismissal
- To work within the governing body's agreed procedures.

Finance and Premises Responsibilities

Finance:

- To draw up and agree/present to the governing body for approval an annual budget reflecting priorities identified through school self-evaluation and set out in School Development Plan. Ensuring that the budget reflects the school's environmental sustainability aims and to ensure that any financial assistance or grants are applied for.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the governing body
- To monitor and evaluate the implementation and impact of the Financial Management Standard for Schools
- To ensure that the governing body agrees financial procedures and controls, including audit, and to monitor implementation in the school.
- To agree an effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body and make any appropriate recommendations
- To agree the level of delegation to the Head for the day-to-day financial management of the school
- To review the procurement strategy to ensure that companies with sustainable procurement choices are the first option.

Site and Premises:

- To monitor and evaluate the use and development of the site and premises including any shared or off-site facilities, and also including security, and make any appropriate recommendations to the governing body.
- To consider how energy use can be monitored and reduced and to investigate procuring energy from sustainable sources, including generating our own energy from renewable sources.
- To consider how water use is monitored and how it can be reduced.
- To draw up for governing body approval a policy on managing the premises in a sustainable fashion.
- To consider what investment is needed in the buildings to improve their environmental sustainability.
- To consider how to minimize the effects of extreme heat on the building and outdoor spaces.
- To review how the outdoor spaces are used and to consider improving biodiversity and/or growing food.
- To conduct a review of waste in order to reduce waste, improve recycling rates and consider composting food waste.
- To consider the impact of air pollution at the school and take steps to mitigate against this.

Pay Responsibilities

- To implement the school's pay policy including the pay for individual members of staff.
- To agree any salary progression on the Individual School Range (ISR) for the headteacher, deputy headteachers and assistant headteachers.
- To review annually the salaries of all teaching staff in the light of recommendations made by the headteacher and to ensure individual members of staff are provided with a statement of salary.
- To agree awarding performance related salary increases for the headteacher.
- To debate any other salary and benefits topics arising.
- To be mindful of the school's aims and ethos regarding environmental sustainability (e.g. to encourage staff to walk or cycle to school by limiting parking permits).

General Responsibilities

- To review all policies relevant to this committee (not already specified) for approval by the governing body
- As and when required, to consider delivery, impact and progress relating to aspects of the Schools Improvement Plan (SIP) that have been allocated to the Committee
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.

Rebecca Horgan

Chair of Resources Committee

5th October 2023

To be reviewed in September 2024