

# **WYTON ON THE HILL COUNTY PRIMARY SCHOOL**

## **TERMS OF REFERENCE AND STANDING ORDERS FOR THE RESOURCES & PERSONNEL COMMITTEE**

### **1. GENERAL**

1.1. The purpose of this document is to set out how this Governing Body within its overall responsibility for financial, property and personnel resources, will allocate its responsibilities to a Resources & Personnel Committee and to the Headteacher.

1.2. None of what is set out below can over-ride the requirement on Governing Bodies to observe the Cambridgeshire Financial Regulations and Standing Orders relating to Contracts.

### **2. STANDING ORDERS**

2.1. The agenda for the meeting shall be distributed to all Governors at least seven days before the meeting.

2.2. All meetings will be minuted and circulated to committee members as soon as possible after the meeting.

2.3. Where there is an equality of votes for and against a particular resolution, the matter will be referred back to the next full meeting of the Governing Body.

2.4. Minutes of meetings of the Resources & Personnel Committee shall be circulated with the papers of the next full meeting of the Governing Body.

### **3. TERMS OF REFERENCE**

#### **In Respect of Finance:**

3.1. To provide guidance and assistance to the Headteacher and the Governing Body in any matters relating to the Governors financial responsibilities.

3.2. To oversee longer term financial planning and resourcing in the context of the School Development Plan (SDP) and of the policies and objectives of the school, and to advise the Governors thereon as appropriate.

3.3. To consider each year's annual SDP priorities and to recommend an annual budget to the Governing Body for approval by APRIL 15<sup>th</sup> EACH YEAR.

3.4. To monitor spending of official funds against budget during and after the close of the financial year on a regular termly basis, and to report on significant issues to the Governing Body.

3.5. To authorise virement (i.e. switches between budget headings) and to make non-budgeted expenditure decisions of a size lying between 2.5% and 5% of the whole of the annual budget, and make recommendations to the full Governing Body on such items with a value of over 5% of the budget.

3.6. To consider audited accounts for unofficial/non-public funds and forward to the Governing Body.

3.7. To review, at the first meeting in each academic year, the school's financial regulations and these standing orders and terms of reference, and make any recommendations for changes to the Governing Body.

3.8. To propose/review/oversee policies/matters relating to fund raising income generation, letting policy, policy for charging for school activities, insurance, insurance cover for school governors, travel and subsistence expenses, updated inventories, reconciliation, school monies, money bankers, banking arrangements, purchasing of Support Services, etc.

#### **In Respect of Property:**

3.9. To be responsible for all matters relating to the school buildings and grounds.

3.10. To review regularly and evaluate the security of the school and to take prompt action where defects occur.

3.11. To carry out an annual inspection of the school and grounds each Autumn term, in order to provide a statement of priorities for maintenance and appropriate budget on a three-year rolling basis for the SDP.

3.12. To approve costs and arrangements for maintenance, repair and redecoration and ensuring there is a prompt and effective liaison with the LA's Property Manager.

#### **In Respect of Personnel:**

3.13. To draft and keep under review the staffing structure in consultation with the Headteacher.

3.14. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.

3.15. To oversee the appointment procedure for all staff.

3.16. To establish and review a Performance Management policy for all staff.

- 3.17. To oversee the process leading to staff reductions.
- 3.18. To keep under review staff work/life balance, working conditions and well being, including the monitoring of absence.
- 3.19. To consider any appeal against a decision on pay grading or pay awards.

#### **4. REGISTRATION OF PECUNIARY INTERESTS**

4.1. The Governing Body will establish a register of pecuniary interests for governors and staff, which should be open to inspection. Governors and staff will declare any links they have with local firms from which the school may wish to buy goods or services. The register should be maintained by the Clerk to the Governing Body and reported to the first meeting of the Governing Body in each academic year.

#### **5. DECLARATION OF INTEREST**

- 5.1. Before discussing or voting on a subject, a member of the Resources Committee must declare an interest.
- 5.2. If it is financial, it must be recorded in the register of pecuniary interests.
- 5.3. If an interest is declared, the member **MUST** physically leave the meeting whilst the item is under discussion. The committee does not have the discretion to allow the governor to stay and listen to the discussion.
- 5.4. The requirement that the governors must withdraw from meetings on grounds of financial interest does not prevent them discussing insurance cover for themselves against any liability arising from their works as school governors.
- 5.5. Members of the Resources & Personnel committee who are also staff at the school need not withdraw from meetings where their interest in the matter is non-financial.

#### **6. FINANCIAL RESPONSIBILITIES OF THE HEADTEACHER**

- 6.1. The Headteacher is responsible for the day-to-day management of the school's financial affairs and has the power to exercise virement and to make individual non-budget expenditure decisions up to the value of 2.5% of the whole budget.
- 6.2. The Headteacher is responsible for the preparation of the draft annual budget (and should ensure that a copy of the budget as approved by the Governing Body is returned to the LA by April 15<sup>th</sup>) and for the provision of termly budget monitoring information to the Resources & Personnel Committee.

6.3. The Headteacher is responsible to the Resources & Personnel Committee for ensuring that sound systems of internal control, appropriate separation of duties and delegation to other staff are in place, and for ensuring that LA financial regulations, standing orders for contracts and financial control standards are complied with.

## **7. MEMBERSHIP**

7.1. The Resources & Personnel Committee shall consist of not fewer than four governors plus the Headteacher (or his/her representative). Those persons shall have voting rights.

Membership will be confirmed at the first meeting of the Governing Body in the academic year.

7.2. Representatives of governors serving on the Resources & Personnel Committee shall reflect the balance of representation on the full Governing Body and shall include: Parent, Staff, Community and LA governors.

7.3. The committee may appoint such co-opted, non-voting members, as agreed by the Governing Body:

- i. Relevant school financial staff (e.g. Deputy Head, Finance Officer/Bursar and School Secretary).
- ii. Elected members of staff.
- iii. Other persons with particular expertise.

These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee.

7.4. Other members of the Governing Body may attend meetings of the Resources & Personnel Committee and may contribute to discussions on matters under consideration.

7.5. Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.

## **8. QUORUM**

8.1. The quorum shall be three governors, of which the Headteacher or his/her deputy must be one.

8.2. The quorum must remain in place for each vote taken at the meeting, not just if the required number of governors were present at the start of the meeting.

## **9. MEETINGS**

9.1. The committee shall meet termly or more frequently as may from time to time be required.

9.2. Each term the committee shall review the dates of future meetings to ensure that a schedule exists for at least twelve months ahead.

**10. CHAIRMANSHIP**

10.1. The chair of the committee shall be elected annually by the committee at the first meeting of the academic year, and should be a governor other than the Headteacher.

10.2. The chair or vice-chair of a Governing Body/committee with delegated powers must resign from office, but remain on the Governing Body/committee, if they subsequently take up employment at the school.

**The Governing Body approved these Terms of Reference and Standing Orders for the Resources & Personnel Committee on**

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**Signature of Chair of Governors** \_\_\_\_\_