



CHOSEN HILL SCHOOL

RESOURCE & COMMUNITY COMMITTEE TERMS OF REFERENCE

Purpose of the Committee

To consider and advise the Governing Board on all aspects of Financial and Premises requirements. In addition to support for the entire staff body and oversight of the schools role within the community.

Extent of Delegation

The Committee has delegated powers to agree and accept policies and other documents relating to this committee in line with the agreed scheme of delegation.

Membership

The Committee will consist of not less than 3 Governors. The Committee may make recommendations to the Governing Board.

Specific responsibilities

- To develop and monitor key indicators relevant to the responsibilities of the Committee.
- To contribute to the school Self Evaluation and Development Plan, monitor and review implementation and agree priorities for improvement.
- To monitor and review compliance with, and effectiveness of, policies delegated to the committee.
- To inform the Governing board and other committees of its work and any issues arising
- To monitor governor visits related to the responsibilities of the committee.
- To ensure controls are in place to monitor the risk of fraud, theft and irregularity.
- To notify the ESFA, as soon as possible, of any instances of fraud, theft and/or irregularity exceeding £5,000 individually, or £5,000 cumulatively in any financial year. Unusual or systematic fraud, regardless of value, **must** also be reported.
- Oversight of school initiatives to communicate and involve parents in order to help achieve positive pupil outcomes.
- To monitor and review the relationship with the local community including publicity and website content.
- To support school initiatives to engage with the local community and with local businesses.
- To support and work with School Council via Governor Link.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- Oversight of staff/student surveys, OPS data.

Timetable

To formally meet a minimum of 4/5 times per year or as required.

Review

The election of the Committee Chair / Vice Chair, and review of the membership and terms of reference will be completed at the first meeting of the committee of each Academic Year.

Quorum

At least 3 governors including the Chair or Vice Chair of the committee. In the event of a tied vote, the chair of the meeting shall have a casting vote

EXAMPLES OF FURTHER COMMITTEE CONSIDERATIONS:

Finance

- To review, adopt and monitor the Finance Policy.
- To ensure the school operates within the requirements of an Academy and Financial Regulations.
- To establish a 3-year budget plan taking into account the agreed priorities of the School Improvement Plan.
- To draft and adopt an annual budget plan for revenue and capital expenditure taking into account the agreed priorities of the School Improvement Plan.
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher and Personnel / Pay Panel Working Party.
- To consider requests from other Committees for expenditure on Premises, Learning and Outcomes, Community and Personnel as required.
- To report to the Full Governing Board any significant anomalies in the performance of the school against the annual budget plan.
- Subject to Finance Policy and delegated powers, approve budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To receive a report from the Head teacher following the annual inspection of the school assets as recorded in the asset registers / inventories.
- To consider and approve measures to enhance the income of the school.

Premises

- To monitor, review and provide support to the Full Governing Body and Head Teacher on all aspects of replacement, maintenance and improvement or repair to the buildings, grounds and plant, including the Health and Safety of students, staff and visitors.
- Responsible for the schools adherence to relevant legislation and best practice on 'health & safety'.
- To review and adopt and monitor a Health and Safety Policy.
- To promote co-operation between all employees at the school to achieve and maintain a safe and healthy workplace for staff, pupils and visitors.
- To receive reports on list of works for security, maintenance, repairs and redecoration, within the budget allocation.
- To agree a lettings and charges policy and to monitor its implementation.
- In consultation with the Head Teacher oversee any premises related funding bid.
- To have sight of the Asset Management Plan.
- To undertake a risk assessment exercise and review and update regularly.
- To support the school in actively manage the Asset currently let to the Former Pupils of Chosen Hill Rugby Club.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy.
- To be responsible for the administration and review of the Pay Policy.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.