

The Arreton and Oakfield Federation

Terms of Reference and Responsibilities for Resources Committee 2019-20

- A clerk will be designated to the committee
- Minutes will be taken and sent to the committee Chair for approval.
- There will be at least six governor members.
- The committee will be quorate – quorum is 3 governors.
- There must be a majority of non-staff Governors present.
- The minutes of the meetings will be available to the public.
- The regulations on declaration of interest apply to this committee.

Committee Focus

- School as a Christian Community
- Organisational Structure
- Financial management
- Staffing
- Workforce development - to include Governors
- Performance Management
- Admissions
- Buildings and resource management
- Health and Safety
- Nursery financial agreements
- Equal opportunities, accessibility and race equality
- Publicity and promotion

Delegated functions

- 1 – Approve budget each year and any in-year revisions
- 2 – To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium, the pupil premium)
- 3 – Monitor monthly expenditure
- 4 – Ensure procedures meet Schools Financial Values Standards
- 5 – Establish and review a charging and remissions policy
- 6 – Enter into contracts
- 11 – Changes to contracts of SLT
- 14 – Agree the pay policy
- 22 – Set and review the overall staffing structure
- 24 – Determine dismissal payments/early retirement
- 40 – Adopt, review and monitor the Performance Management Policy
- 46 to 50 – Determine admissions arrangements and oversee the process
- 51 – Buildings and personal liability insurance
- 52 – Buildings Strategy
- 53 – Procuring and Maintaining Buildings

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54/55 – Health and Safety Regulations

62 - Establish a data protection policy and review it at least every two years

66 - Statutory requirements for information published on the school website, including details of governance arrangements, are met

67 - Establish, publish and review a complaints procedure

68.- Establish and publish a Freedom of Information scheme and ensure the schools comply

78 – Set up and publish a register of governors’ business and pecuniary interests

82 - Approve a governors expenses scheme

92 - Establish an accessibility plan and review it every three years

Statutory Policies and Documents and Non-Statutory Policies Reviewed by the Committee

Accessibility Plan

Admissions

Attendance Management (Staff)

Charging & Remissions

Complaints Policy and Procedure

E-Safety and Data Protection

Financial Management in Schools

Freedom of Information

Fundraising Policy

Governing Allowances

Governor Visits Protocol

Health and Safety

Lettings

Missing Pupils Advice and Guidance

Organisational Change

Pay Policy

Performance Management

Premises Management Documents

Pupil Premium

School Information Published on the Website

Single Equality

Staff Discipline, Conduct and Grievance Procedures

Statement of procedures for dealing with the allegations of abuse against staff

Signed 
Chair of Governors

Dated: 21st November 2019

Signed 
Chair of Committee

Dated: 21st November 2019