



IVEL VALLEY SCHOOL GOVERNING BODY

Resources & Personnel Committee Terms of Reference 2022/23

Purpose

The Resources & Personnel Committee is a sub-committee of the Full Governing Body. The core functions are:

- To oversee and monitor compliance with statutory obligations under School Governance, DfE, Central Bedford Council and Data Protection. This includes the financial performance (value for money) of the school, human resources issues (efficient, effective employment/deployment), premises, health and safety, general organisation and administration of the school including data protection and freedom of information.
- The Resources and Personnel Committee is granted delegated authority to authorise in-year amendments /revisions to the school budget plan, virements between budgetary headings, purchases and contracts in line with the scheme of delegation.

Membership

The committee shall consist of no fewer than three governors including the Headteacher. Membership of the committee will be ratified by the Full Governing Body at the first meeting in the school year. A chair/vice chair will be elected to the committee, annually, at the first meeting in the school year (this cannot be a school employee or a non-governor). The Governance Professional will attend the meetings. The advisor to the Committee will be the business manager. The committee may appoint non-voting members (governors or otherwise) for the transaction of any appropriate business. All appointed members shall be approved by the Full Governing Body.

Quorum

Three full governors. Associate Members do not have voting rights. Associate Members are not included in the quorum of the committee. If the meeting is not quorate, recommendations only can be made.

Meetings

The committee will meet at least four times a year scheduled to align with regulatory and reporting requirements, wherever possible. Additional ad hoc meetings may be arranged to deal with identified significant issues or to cope with increased workload. Should the chair be unavailable the vice-chair will step up or a temporary chair will be elected for that meeting.

Voting

Committee members will make decisions by voting at committee meetings. To vote, a voting Governor of the Committee must be present at the meeting, in-person or remotely using the meeting video-conference connection. If a committee member has a direct or indirect interest in a matter to be decided by the committee, and this could affect the way they do their duties they must tell the committee and must not vote on the issue. A motion will be passed at a committee meeting where a majority of voting members present are in favour of the motion. If there is a tied vote the committee chair will have the deciding vote.

Accountability

The committee will report back to the Full Governing Body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Emergency Power

Urgent decisions normally requiring consultation with the committee can be taken by Chair of the Full Governing Body if it is not reasonable to delay the decision until the next committee meeting.

Agenda, Supportive Documentation and Minutes

An agenda for each meeting will include all the tasks which the committee is required to consider. The agenda and supportive documents shall be circulated at least seven days in advance of the meeting. The minutes of the committee meetings will be shared with the Full Governing Body and made available to the public.

The committee will not disclose material relating to a named employed or engaged member of staff or proposed to be employed or engaged member of staff at the school, a named pupil at, or candidate for admissions to the school and any matter which by reason of its nature, the committee are satisfied should remain confidential.

Where confidential matters are discussed, the Governance Clerk will ensure Confidential Part 2 Minutes are produced, reviewed and ratified by the committee. Confidential Part 2 Minutes will not be made available to the public. The minutes for each meeting will be distributed to the Committee members within three weeks after the meeting date.

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Policies and Compliance

The committee will ensure the school has in place all DFE statutory policies that have been delegated to the committee and to keep these under regular review, consulting with representative stakeholders as appropriate. The DFE recommends that all statutory policies are reviewed annually. All in-school and non-statutory policies will be ratified in line with the School Policies Schedule. The School Policies Schedule will be reviewed at every committee meeting and policy reviews will be planned in advance of committee meetings.

Governance Development:

- To ensure compliance with local and national guidance and regulations by monitoring information provided by the school, Governance Professional, LA and DfE and ensure necessary action is taken by the committee.
- To take an active role in the Governance Self Evaluation, identifying success and areas requiring improvement.
- To update and review regularly the Governance Development Plan identifying areas of development for the committee.
- To support the development of the Governing Body and the school, as an outward facing establishment through continuing to build on its links and partnerships within and beyond the local community.
- To ensure Governors attend relevant training to develop their effectiveness.
- To recommend arrangements for individual Governors to take a leading role in specific areas of provision e.g. Business Link Governor. To receive regular reports from them and advise the Full Governing Body.

Governance Operational:

- To recommend to the Full Governing Body, a timetable of meetings to ensure the committee meets at least four times per year, in accordance with the Governance Annual Business Plan.
- To recommend to the Full Governing Body, any amendments to the committee's Term of Reference and Annual Business Plan.
- To elect the Chair and Vice Chair to the committee.
- To record Governors' Business/Pecuniary Interests and Gifts and Hospitality.
- To ensure new governors to the committee are expertly mentored.
- To regularly monitor the attendance of Governors at committee meetings.
- To ensure that the committee complies with all other legal duties placed upon them.

Leadership and Management:

- To develop for approval by the Full Governing Body, strategies linked to the Committee's business that drives the development of the School Development and Improvement plan.
- To review regularly the school's progress against strategies such as school expansion.
- To set and monitor financial key performance indicators and consider how these reflect local and national performance data.
- To ensure the Senior Leadership Team provide, in a timely manner, such reports as requested by the committee to enable it to undertake its role.
- To ensure the Senior Leadership Team have put in place remedial actions, where needed.
- To review regularly the school's progress against School Development and Improvement Plan.

Finance, Audit and Risk Management

- To provide guidance to the Headteacher and the full Governing Body in all matters relating to budgeting and finance.
- In consultation with the Head Teacher, consider each year's School Development and Improvement Plan and recommend to the Full Governing Body, the annual school budget and the three-year Financial Plan, duly considering the School Development and Improvement Plan's priorities.

- To review and recommend to the Full Governing Body, the annual Service Level Agreement.
- To closely monitor and review, at least six times per year, the school budget ensuring that spending remains within prescribed limits.
- To consider medium to long-term planning and resourcing and make decisions on expenditure above the Headteacher's delegated limits ensuring best value is applied to all spending.
- To monitor the impact of spending decisions upon educational achievement in the school.
- To consider and approve any virements between CFR budget codes.
- To review earmarked funding reports for Pupil Premium, Covid Catch Up Premium and any other earmarked grants the school receives.
- Ensure that extended services are adequately resourced and self-financing.
- To review and recommend to the Full Governing Body, the Year End Accounts and reports annually.
- To annually review the Scheme of Delegation and approve the level of delegation to the Headteacher for the day to day financial management of the school.
- To make decisions on expenditure following recommendations by other committees.
- To ensure the principles of best value are applied to services purchased with delegated funds.
- To review and approve the Governors' Allowance Policy and monitor any Governor expenses.
- To ensure an annual audit of the school funds and to review the use of these funds.
- To monitor and respond, as necessary, to any local authority requests for input/consultation on finance related matters.
- To ensure that the school operates within the financial regulations of the appropriate Local Authority Financial Scheme and to annually review the Finance Manual.
- To ensure an annual self-assessment assurances take place by reviewing the Statement of Internal Control alongside the SFVS.
- To ensure that the school meets (and preferably exceeds) the School Financial Value Standard (SFVS), undertaking periodic reviews as necessary in support of any self-assessment assurances given.
- To respond appropriately to audit report recommendations.
- To annually review and approve the following policies: - Lettings, Best Value Statement, Charging and Remissions, Tendering, Gifts and Hospitality.
- To review the Gifts and Hospitality Register.
- To annually review and approve a Risk Management Policy.
- To regularly review a Risk Register.
- To support the Pay Committee and Headteacher's Appraisal Panel to review the impact of any pay awards on the school budget.
- To report the financial situation to the Full Governing Body, each term, and make recommendations where necessary.

Human Resources

- To keep under review, the school staffing structure, in conjunction with the Headteacher
- To receive and review the recommendations of the Headteacher regarding staff appointments as necessary
- One member of the Governing Body to be part of the interview panel for all senior leadership posts. In the case of Head and Deputy Head appointments, to liaise with the Head/local education authority regarding arrangements to advertise and interview for these posts.
- To keep under review procedures/policies for all matters relating to staff administration and to report any necessary changes to the Full Governing Body.
- To monitor staff training and professional development.
- To review staff salary/grade levels and, in conjunction with the Headteacher, determine appropriate increases and adjustments (excluding Headteacher).
- To review and action as appropriate, the decision of the Staff Pay Appeals committee, following any pay/grading appeals.
- To respond as necessary to any local authority requests for input/consultation on personnel related matters.
- To consider, on an annual basis, the staff complement and appointment process, within which the Headteacher may make appointments during the year.
- To oversee the process for staffing restructure and/or redundancies if appropriate.
- To keep under review staff welfare arrangements, including working conditions, wellbeing, the mentoring of early career teachers, the monitoring of absence and planning, preparation and assessment (PPA) time.
- To make recommendations on personnel related expenditure.
- To review and recommend to the FGB, the whole school pay policy.
- To review the whistleblowing arrangements.

Premises and Other School Assets

To note that emergency repairs or action to meet Health and Safety requirements are delegated to the Headteacher.

- To annually review (in the Summer term) the Health and Safety Policy, ensuring the Committee is made aware of Health and Safety issues arising inside and outside the building including business community use. Address these where necessary.
- Periodically review existing risk assessment register to determine items outstanding, if still applicable, and not less than three times a year.
- To ensure the effectiveness of property maintenance contracts and to monitor the use of public services and energy;
- To ensure that the school has appropriate and well managed Assets Register including a summary of disposed assets.
- To develop a 3 year rolling buildings maintenance programme (including regular inspections) and ensure items are acted upon by: -
 - Conforming with the latest Health & Safety legislation.
 - Using suitably qualified, professional contractors (if necessary).
 - Monitoring the work until satisfactory completion.
- To provide advice as necessary to: -
 - Ensure fuels used are effectively utilised.
- To appoint architects, or other professional personnel to prepare plans or schemes of work on matters relating to: -
 - Major services refurbishment.
 - Existing buildings refurbishment.
 - New buildings.
 - External works.
- To identify and develop proposals for capital enhancement (including improved accessibility) that maximises the benefit of available formula capital funding.
- To ensure the adequacy of insurance provision.
- To ensure the necessary arrangements are in place for the use of school premises by outside organisations.

Equality, Diversity and Inclusion (EDI):

- To lead the development, review and implementation of the School's approach to EDI and its associated strategy and action plan.
- To ensure the school complies with the Equality Act and promotes the value of different identities to create a culture that is respectful and inclusive.
- To ensure that equal opportunities for all pupils are encompassed within all school policies and procedures.
- To monitor provision and access for pupils with Special Educational Needs and disabilities and work closely with the SEND Link Governor.
- To regularly review reports on progress against the EDI objectives and action plan.
- To ensure the school provides tailored EDI training and development opportunities and resources.
- To engage with external stakeholders, community groups, sector groups and EDI experts to ensure the school remains informed of current EDI issues, shares best practice and builds an effective advisory and support network.

General Purpose

- To conduct any other business as appropriate, falling under the responsibility of the Committee.

Training and Development

- To attend appropriate Governor training courses for committee matters.

Governor Visits

- To ensure arrangements are in place for Link Governors to carry out monitoring visits for committee matters.

Approved by the Full Governing Body:

Date: 26th September 2022

Next Review Date:

Summer Term 2023