



Batchwood School

make every day count

Terms of Reference for the Resources and Personnel Committee

This document is a summary of the primary duties and responsibilities of the Resources and Personnel Committee. For a more detailed list please refer to the Batchwood School Manual of Financial Procedures (available from the main office).

- The committee will consist of at least four members. This will be formed by three members of the Governing Body, from who will be appointed a chairman, together with The Head teacher. The Deputy Head teacher may attend all meetings as an observer.
- A vice-chairman shall be appointed who will conduct the business of the committee meetings in the absence of the chairman.
- The committee shall not be quorate unless a minimum of three members shall be present.
- All governor members of the committee shall be entitled to vote and in cases where it is appropriate the chairman shall have a casting vote.
- The committee may recommend to the Governing Body the co-option of non-voting members on to the committee who bring specialist knowledge.
- Full minutes shall be taken to record any decisions, action points or recommendations to be made to the Governing Body and would be available for inspection by any governor.
- The committee will consider matters as directed by the Chairman of governors and take advice when and as appropriate from the Head teacher.
- The committee will meet a minimum of once per term, in advance of the full Governing Body meetings and at other times when appropriate and necessary.
- The committee will be appointed on an annual basis at the first meeting of the Governing Body in the academic year.
- The terms of reference will reviewed and renewed annually at the first Governing Body meeting in each academic year.

With Reference to Personnel Issues:

On behalf of the Governing Body, the committee will have delegated powers to undertake the following personnel duties:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school. This staffing should be reviewed annually during the spring and summer term depending on budgetary and CSF considerations. In exceptional circumstances, such as anticipated budget reductions resulting from national and local government action, this review should be carried out in the autumn term.
- To oversee the operation of the school's performance management procedures - including the arrangements and operation of the school's performance management procedures for the Head teacher performed by the Chair of Governors and other Performance Management Governors.
- To receive recommendation on Head teacher pay from the Performance Management Governors and make a determination.
- To determine the appointment and remuneration of all new employees, having regard to the policies contained in the Pay Policy and Hertfordshire CSF's Personnel Guide.
- To carry out a review of staff salaries during the summer term in line with current legislation as summarised in the Pay Policy and Hertfordshire County Council Personnel Guide.
- To seek advice from the Hertfordshire CSF's School's HR Advice Department when necessary and to consult with the representatives of the employees of the school in order to deal with matters arising under the Trade Union and Labour Relations Regulations.
- To consider all matters related to the conditions of service, suspension and dismissal of employees.
- Where staffing reductions might be needed, to formally nominate the Head teacher - and, if felt desirable, another member of the committee - to reach a decision to dismiss an employee.
- To ensure that members of the committee, whenever possible or practical, attend such programmes of training as are appropriate to assist them in the discharge of their duties.
- To advise the Governing Body on the relevant personnel matters and to ensure that all Governing Body decisions and actions conform to current legislation and equal opportunities policies.
- To ensure the Governing Body is fully informed of relevant personnel matters pertaining to the fulfilment of the implementation of the School Development Plan.
- To have an overview of professional development for staff.
- To have an overview of the development of the roles of specialist support staff.
- To monitor the school's risk management process.

With reference to Finance Matters:

- To prepare the budget at the start of each financial year for approval by the Full Governing Body.
- To receive termly budget monitoring reports from the Head teacher.
- To consider the need for virement that would amount to an excess of £***** per month on the budget head involved and to authorise such virement as may be necessary.
** For values please refer to Schedule of Financial Delegation dated March 2017 **
- To report back to each meeting of the Full Governing Body and to alert them of potential problems at an early date.
- On behalf of the committee, the Chair of Governors to receive quarterly and year end accounts from the Head teacher and authorise returns to the CSF.

The Governing Body delegates responsibility for the day to day management of the budget to the Head teacher. The terms of reference of the delegation are as follows:

1. To manage the day to day financial transactions of the school, including the placing of orders. Orders over £***** are to be authorised and counter-signed by the Chair of the Resources and Personnel committee. Orders over £***** have to be approved by the full Resources and Personnel committee, except where a working party - chaired by the Chair of Governors - has been set up by the Governing Body to manage a specific project. In such cases, orders in excess of £***** have to be approved by the Chair of Governors.
** For values please refer to Schedule of Financial Delegation dated March 2017 **
2. To manage the ordering and payment for equipment, materials and services required by the school, and to ensure that appropriate records are maintained. To have authority to sign cheques up to £***** as sole signatory, subject to the conditions above.
** For values please refer to Schedule of Financial Delegation dated March 2017 **
3. To have authority to authorise payment of indirect employee expenses (overtime, special allowances, travel expenses etc). In the absence of the Head teacher, the Governing Body delegate this responsibility to the Deputy Head teacher together with the Assistant Head teacher.
** For procedures within exceptional circumstances please refer to any addendum noted within the Schedule of Financial Delegation dated March 2017 **
4. To ensure that goods and services are checked and that the correct payment procedures are followed.
5. To conduct monthly bank reconciliations with the school Finance Officer and a Representative from the CSF LA Financial Services Unit.
6. To monitor the budget on a monthly basis and make termly reports to the Resources and Personnel Committee.
7. To meet with the Resources and Personnel Committee when required and to provide them with information to enable them to carry out their duties as outlined above.
8. To prepare the draft school budget for consideration by the Governing Body.

With reference to Property Matters the following shall apply:

On behalf of the Governing Body, the committee will have delegated powers to undertake the following personnel duties:

- To ensure, as far as possible, that premises (buildings and surrounding areas) are kept in a reasonable state of repair, so as to make the school environment safe and attractive.
- To consult with appropriate CSF and other external agencies, where necessary, on premises related issues.
- To form a plan for repairs and maintenance, with financial implications, in order to contribute to the formulation of the school development plan.
- To review the development plan periodically in the light of changing circumstances.
- To carry out a formal risk assessment Health & Safety audit of the premises and grounds at least twice a year.

The Governing Body delegate responsibility for the day to day management of premises to the Headteacher (or, in his/her absence, the Deputy Headteacher and Assistant Head teacher). The terms of reference of the delegation are as follows:

1. To manage the day to day premises issues of the school, including the placing of orders for services required by the school, and to ensure that appropriate records are maintained.
2. To manage the ordering and paying for equipment, materials and services required by the school, and to ensure appropriate records are maintained.
3. To ensure that services and goods are checked and that the correct payment procedures are followed.
4. To meet with the Resources and Personnel Committee when required and to provide them with information to enable them to carry out their duties as outlined above.
5. To assist and advise Governors in preparing a plan for repairs and maintenance.

Monitoring and Evaluation

The Governing Body will review - and adapt as appropriate - the Resources and Personnel Committee Terms of Reference on an annual basis, normally at the first full Governing Body meeting of the academic year.

Urgent In-year changes to the Terms of Reference can be made by the Resources and Personnel Committee, in the light of statutory and legislative developments. Such changes must be ratified by the full Governing Body at the next available meeting.