

Resources Committee

The committee has responsibility delegated by the Governing Board for:

Finance:

Meeting 1

- Scrutiny of the Pupil Premium budget allocation and its use.
- Review the financial implications on the budget of the Schools Pay Policy.
- Receive the annual accounts and certificate of audit of the School Fund Account and other voluntary funds held within school.
- Ensure LA financial procedures are complied with.

Meeting 2

- Conform to the Schools Financial Value Standards in Schools.

Meeting 3

- Approve the annual budget and present it to the full governing board for information.
- Assess the schools insurance cover to ensure that it provides adequate protection against risks on an annual basis.

Every Meeting

- Review the actual expenditure and monitoring statements at least once a term.
- Receive & review financial projections.
- Approve expenditure and virements of sums as agreed by the full Governing Body, sums below that amount are delegated to the Head Teacher/Principal.
- Assess the financial progress towards achieving the objectives in the School Development Plan.
- Ensure Best Value principles apply in relation to investment proposals

Staffing:

Meeting 1

- Implement the Appraisal Policy and monitor teacher appraisal process.

Meeting 2

- Review annually the staffing structure of the school ensuring that it meets the requirements of the curriculum and is in line with the School Development Plan.
- Receive annually metrics that highlight the diversity within the school workforce and any plans to enable a representative and inclusive working environment.

Every Meeting

- Ensure all policies relevant to staffing and are reviewed by the relevant Sub-committee e.g Pay.
- Receive updates from the Headteacher as appropriate of variations to Department structures.
- Review staff work/life balance, working conditions and well-being, including the monitoring of absence and other indicators.
- Ensure a rolling programme for Disclosure & Barring Service (DBS) Checks are in place and a Single Central Register is maintained.

Premises Health & Safety:

Meeting 1

- Review the schools health & safety policy on an annual basis.

Meeting 2

- Ensure appropriate risk assessments are carried out and reviewed on a regular basis.
- *Ensure that health and safety planning and risk assessments that have been undertaken for offsite activities.
- *Ensure that the school receive reports and audits from Health & Safety representatives (to include Caretaking & Cleaning) and that action is planned and taken.
- *Health and Safety self-monitoring report.
- *Ensure staff & governors undertake appropriate health & safety training.
- *Ensure that Health & Safety documents and records are up to date e.g.:

- Fire log book
 - Asbestos on site
 - Legionella & COSHH
 - Premise log book (PAT testing, glazing inspections, an annual check of PE equipment/playground equipment)
 - *Ensure an accessibility plan is in place.
 - *Review e-safety policy & procedures.
- * Items to be completed by Link Governor in school visit/via annual audit and reported back to the Committee.

Meeting 3

- Receive an annual Health and Safety audit.

Every Meeting

- At least annually, receive assurance of compliance with current fire safety legislation & regulations: 'level one' fire risk assessment should be carried out by the school on an annual basis; 'level 2' or technical fire risk assessment is reviewed bi-annually.
- Receive a regular report on accident statistics, near misses or any other significant H&S issue.
- Receive reports of any high risk health & safety issues.

Other Matters:

Meeting 1

- Ensure a GDPR Policy is in place and receive audits and progress against any action plans.

Meeting 3

- Receive the Business Continuity Plan on at least an annual basis and assurance that the IT infrastructure is sufficiently robust e.g. in the event of cyber-attack.

Any item referred by the full governing board

Membership

1. Andrew Waldron
2. Dianne Frost
3. Sally Watts
4. Dughall McCormick
5. Michael Bell
6. Ben Stitchman
7. Rob Jessop

Minimum of three members required

Chair of Committee

Andrew Waldron

Clerk

Via Kirklees