



SAINTS PETER & PAUL CATHOLIC HIGH SCHOOL

RESOURCES COMMITTEE

Terms of Reference

1. Provide advice to the Governing Body and Principal on all financial matters.
2. Plan and prepare a draft budget and ensure that the budget plan is agreed by the governing body and submitted to the Local Authority by no later than 30th June each year, with a statement on how Best Value will be applied in the school.
3. Take financial decisions in accordance with the scheme of delegation agreed at a meeting of the full governing body.
4. Report to the Governing Body, at the termly meeting, on the operation of the budget.
5. Monitor all financial information reports provided by the Authority and to report, as appropriate, to the governing body.
6. Consider the spending plans of other committees and to advise the governing body.
7. Ensure that the requirement for non-public funds to be audited is carried out at least annually and a copy of the audited certificate is submitted to the Executive Director Resources & Corporate Services.
8. Ensure that the Financial Management Standard in School is achieved and maintained.
9. To determine the use of the school premises outside school sessions, including advice to the Governing Body on the charging policy.
10. To encourage community use of the school.
11. To arrange for the inspection, at least once a year, of the premises and grounds and to maintain a school Asset Management Plan as part of the School Development Plan, to include a statement of priorities for maintenance and development, for the approval of the Governing Body.
12. To ensure that the responsibilities of the Governing Body are discharged, with regard to litter, under the Environmental Protection Act 1990.
13. To arrange for an annual health and safety audit and to ensure that the Governing Body comply with Health and Safety Regulations.
14. To liaise with the Curriculum Committee in order to assess the contribution that capital investment makes to the attainment of students.
15. Maintain and keep under review a policy statement on staff consultation (approved by the governing body) and to undertake any formal consultations on personnel matters.

16. Review and recommend to the governing body for adoption, procedures for dealing with discipline, capability and grievance and ensure that staff are aware of these.
17. Consider and make any initial decisions about matters relating to the discipline or capability of staff or staff grievance, in accordance with the procedures adopted.
18. Draft and review, in consultation with staff, a school redundancy policy for approval of the governing body.
19. Make relevant staff appointments, in accordance with the school's appointment procedures agreed by the governing body.
20. Maintain and keep under review the Whole School Pay Policy (to be approved by the governing body).
21. Maintain and keep under review the Performance Management Policy (to be approved by the governing body).
22. Assess teachers' salaries including the Deputy Head Teacher's annually as required by the most recent Teachers' Pay and Conditions document, and make arrangements to inform staff of the outcome.
23. Maintain and keep under review the Staff Code of Conduct, approved by the governing body.
24. Consider the impact of personnel decisions on the school budget.
25. Carry out a review of the staffing establishment whenever there is a vacancy and at least once a year, in relation to the School Improvement Plan.
26. Set the Individual School Range for the school and the Deputy Head Teacher's Pay Range.