

Governing Body of Branfil Primary School

Terms of Reference for Resources, Site and Building Committee

Purpose

- To hold the Headteacher to account for the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent
- To approve first formal budget plan each financial year

Membership

- Minimum of six governors – one member of this committee must have safer recruitment training.
- A chair and vice-chair will be elected and a clerk will be appointed at the autumn term committee meeting.
- Pay Committee is part of the RSB committee – staff members cannot be present during this part of the meeting.

Quorum

- Three governors
- Three governors for agreeing the school budget, to include chair or vice chair of the full Governing Body

Meetings

- The committee will meet at least three times a year, once each term
- Pay committee to meet to consider/approve performance management decisions following performance management reviews for teachers and support staff
- Minutes of the committee's meetings will be shared with the governing body through Governor Hub and made available to the public
- Minutes should be circulated in draft form within one week of the meeting; any amendments are to be submitted within the subsequent seven days
- Minutes will be approved and signed by the chair of the committee as a true record at the next committee meeting.

Policies and compliance

The committee will review and ratify:

- Emergency Plan
- Finance policy, including the Scheme of Delegation, recommending any required changes to the full Governing Body
- Health and Safety policy and procedures
- Teacher Appraisal (part of pay policy)

- Pay policy
- School Financial Value Standard – completed annually
- Statement of Internal Controls
- Pupil Premium funding - spend
- PE and Sports Premium funding – spend
- Determining dismissal payments/early retirement
- Headteacher performance management – appoint committee to undertake this
- Approve and set up a governors’ expenses scheme
- Appeal against LA directions to admit pupil(s)
- Buildings insurance and personal liability

Monitoring

The committee will be responsible for monitoring:

- impact of pupil numbers on budget and staffing requirements
- finance annual audit
- private fund accounts and receiving audit report
- health and safety audit
- asset management plan
- buildings insurance and public liability
- staff wellbeing

The pay committee will be responsible for monitoring:

- appraisal policy, ensuring it is robust, has as little impact as possible on staff workload, links performance to pay and can be applied consistently and objectively
- recommendations of the Headteacher about awarding performance-related pay progression
- outcomes of pay decisions
- appraisal processes operate fairly
- impact that pay decisions have on the school's budget
- pay appeals, ensuring these are managed in line with the school pay and appraisal policies

Approved by the governing board

Adopted by the Resources, Site and Building committee

Next review date