

# Terms of Reference for the **RESOURCES COMMITTEE** of the Governing Board at Bow Community Primary School

Agreed at meeting of the full governing board on 21 September 2021

Review date: FGB 1 Autumn Term 2022

Membership: Mel Bishop, Richard Drake, Lesley Hodgson (HT), Tony Neal (FGB Chair)

Associate members: None

Quorum: 3

Chair of Committee: Tony Neal

Clerk of Committee: Megan Heath

Meeting dates for the academic year: 19 October 2021

8 February 2022

17 May 2022

## **Withdrawal**

Any governor or associate member employed to work at the school, other than the headteacher, **must** withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw if his or her pay or performance is being discussed.

## **Matters of Urgency**

These may be dealt with by the chair of the board, chair of the committee and headteacher and reported to the next meeting of the committee or full governing board.

## **Delegation**

The board may use its powers to delegate functions and decisions to committees or individual governors. It is the overall board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

## **The governing board responsibilities for finance and resources including staff.**

The board has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governance Handbook). They should do this by making sure they have at least one governor with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?

- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

Many governors may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every board have at least one governor with the skills to understand and interpret the full detail of the financial data available. These individuals should make sure that the wider board has an accurate understanding of the school's finances. They should identify from the data the issues that most need to be discussed. Other governors should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

The board recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing board to fulfil the responsibilities of the governing board as specifically itemised below. The committee will operate in accordance with the provisions of the Schools Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

### **Best Value**

The board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

### **Levels of Delegation - Decision or Recommendation**

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

**Governors and Associate Members serving on the Resources Committee will undertake appropriate training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.**

# Terms of Reference for the **FINANCE LEAD GOVERNOR** at Bow Community Primary School

Agreed at the meeting of the full governing board on: 21 September 2021

Review date: September 2022

Name of the Finance Governor: Tony Neal

## **Policies and Documents delegated to this governor:**

- Charging and Remissions Policy
- Finance Policy
- Governor Expenses Policy
- Lettings Policy
- Procurement Policy
- Record of Individuals with Authority
- School's Financial Value Standard (SFVS) Return

## **Duties which are delegated to this governor:**

*It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.*

**D** Delegated to Lead Governor through Resources Committee

**R** Make Recommendations to Full Governing Board

The finance lead governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	<b>D</b>
In consultation with the headteacher and taking into consideration: <ul style="list-style-type: none"> <li>• available resources</li> <li>• sustainability of commitments</li> <li>• the school development plan</li> <li>• forecast pupil numbers</li> <li>• anticipated contractual liabilities</li> <li>• other relevant factors</li> </ul> the lead governor to scrutinise the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval.	<b>R</b>
To ensure the continued knowledge and understanding of governors in respect of the requirements of the <a href="#">Schools Financial Value Standard</a> (SFVS) and ensure annual return is submitted.	<b>D</b>
To ensure the establishment and maintenance of an up to date 3 - 5 year financial plan, ensuring that current data is used to inform the 3 year plan.	<b>D</b>
To monitor budgets for all funds under the board's control (including virement decisions) at least termly, monitor that appropriate action is being taken to maintain financial viability and report significant variances from the anticipated position to the board.	<b>D</b>
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include a: <ul style="list-style-type: none"> <li>• Finance Policy, including appropriate levels of financial delegation</li> <li>• Charging and Remissions Policy</li> <li>• Governor Allowances / Expenses Policy</li> </ul>	<b>R</b> <b>D</b> <b>D</b>

To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in the Autumn term and to provide an agreed response to the consultation.	D
To monitor expenditure of any voluntary funds kept on behalf of the governing board and ensure the annual audit of these funds.	D
To make recommendations in respect of service level agreements and service contracts	R
To consider and approve non routine expenditure (not provided within the School Development Plan) in accordance with the Finance Policy including recommendations from other committees.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To receive audit reports and refer key issues to the governing board. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To undertake financial benchmarking, alert the governing board to any best value implications and make recommendations to the full governing board for best practice. <a href="https://schools-financial-benchmarking.service.gov.uk/">https://schools-financial-benchmarking.service.gov.uk/</a>	D
To monitor the proper allocation of pupil premium, sports funding, CiC funding, and report to the full governing board.	D
To ensure an appropriate Risk Register is maintained. Review and monitor the register to ensure the board is made aware of the potential financial impact of identified risks	D
To monitor school purchasing to ensure that conflicts of interests are identified.	D
To review pupil numbers and implications on the budget, including the number of pupils eligible for Free School Meals	D
To identify levels of surplus (deficit) balances at end of financial year, recommend plans for use (recovery)	R
To approve / recommend the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment	R
To review procurement strategies and efficiency savings programme	R
To liaise with the Premises Lead Governor and the headteacher to review the School Emergency Management Plan (financial aspects)	R
To ensure that an appropriate register of business interests is maintained by the clerk for everyone involved in governance and the school has a similar record for those involved in the finances of the school at a senior level. Ensure that a summary of relevant business interests is published on the school website to meet statutory obligations.	D
To monitor that appropriate levels of insurance are in place.	D

# Terms of Reference for the **PUPIL PREMIUM LEAD GOVERNOR** at Bow Community Primary School

Agreed at the meeting of the full governing board on: 21 September 2021

Review date: September 2022

Name of the Pupil Premium Governor: Tony Neal

## **Policies and Documents delegated to this governor:**

- Pupil Premium Policy

## **Duties which are delegated to this governor:**

*It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.*

The purpose of the pupil premium is to narrow attainment gaps between pupils eligible for the premium and their peers. Boards should ensure that pupil premium funding is being spent on improving attainment for eligible pupils. It is the responsibility of the Governing Board to ensure that the school's Pupil Premium Strategy is established to address the barriers to learning identified in their setting.

**D** Delegated to Lead Governor through the Resources Committee  
**R** Recommend to Full Governing Board

The Pupil Premium Governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	<b>D</b>
To be familiar with the concept of the pupil premium; what it is, why it has been set in place, how it is allocated, how it is calculated, how much money is allocated to the school and which groups of pupils attract the premium. Ensure school has identified all children eligible for the pupil premium including those eligible for the early years pupil premium funding where there is a school-run nursery provision; Pupil Premium Plus for Children in Care/adopted children and Service Premium for pupils with parents in the armed forces.	<b>D</b>
To keep the board up to date with work undertaken by the Pupil Premium Governor through regular reports supplied to the FGB.	<b>D</b>
To ensure that the school appoints a staff member as the Pupil Premium champion and provides appropriate training for this individual.	<b>D</b>
To act as a governor champion for disadvantaged children during board meetings and governor monitoring visits in order to ensure this remains a priority in all aspects of decision making.	<b>D</b>
To ensure that the school website is compliant in relation to the statutory requirements to publish the Pupil Premium strategy and a meaningful summary is published detailing how funding is used and the difference it is making.	<b>D</b>
To monitor to ensure that all staff are aware of the school's Pupil Premium strategy.	<b>D</b>
To work with the staff Pupil Premium champion and the headteacher to ensure that a pupil premium strategy is developed for approval by the board which: <ul style="list-style-type: none"> <li>• <i>Identifies the barriers faced by pupils eligible for Pupil Premium funding*</i></li> <li>• <i>Gives details of how the resources are to be allocated</i></li> <li>• <i>Gives an overview of the actions to be taken</i></li> </ul>	<b>R</b>

<ul style="list-style-type: none"> <li>• Gives a summary of the expected outcomes</li> <li>• Identifies ways of monitoring the effectiveness of these actions as they are ongoing and notes who will be responsible for ensuring that this information is passed to the Pupil Premium governor and the board</li> <li>• Explains what will be evaluated at the end of the action and what measures of success will be applied</li> <li>• Allows the SLT and the board to know and be able to intervene quickly if outcomes are not improving in the way that they want them to.</li> </ul>	
To monitor spending of the Pupil Premium, ensuring the money is spent in identifiable ways to support target groups of pupils.	<b>D</b>
Monitor the short term uses of the funding (e.g. with Year 6) and the longer term uses (e.g. with Year 5 and below). Is the balance right?	<b>R</b>
To challenge the allocation of the pupil premium grant if there is no clear audit trail evidencing appropriate use of the resources.	<b>R</b>
To have knowledge of what systems are in place in the school for evaluating the impact of pupil premium and how this is reported to the board.	<b>D</b>
To monitor the impact of funding on outcomes for children, so that academic progress is accelerated, standards of behaviour and emotional wellbeing are high and there are no gaps in attendance.	<b>D</b>
To understand relevant school pupil performance data that shows progress of different groups over time in order to challenge headline data for Pupil Premium pupils in all year groups across the school, not just at the end of key stages.	<b>D</b>
To support the school in developing positive family and community links in order to raise aspirations for pupils eligible for Pupil Premium funding and celebrate the achievement of all pupils including vulnerable groups.	<b>D</b>
To monitor attendance, punctuality and behaviour (particularly exclusions) of pupils eligible for Pupil Premium funding and the effectiveness of action to address any identified issues or patterns.	<b>D</b>
To contribute to strategic planning for future improvements to enhance the progress of disadvantaged pupils and report to the board with recommended improvements; recommend a timeline for the next pupil premium strategy review.	<b>R</b>

\* Barriers might include literacy or numeracy; behaviour for learning; self-esteem or confidence issues; home environment; lack of access to basic school equipment; punctuality or attendance; social integration issues; geographical issues; community issues; lack of a positive role model at home; lack of engagement, interest or aspiration.

# Terms of Reference for the **PERSONNEL LEAD GOVERNOR** at Bow Community Primary School

Agreed at the meeting of the full governing board on: [21 September 2021](#)

Review date: [September 2022](#)

Name of the Personnel Governor: Melanie Bishop

## **Policies and Documents delegated to the Headteacher through this committee:**

- Code of Conduct
- Staff Appraisal Policy (Support Staff)
- Staff Appraisal Policy (Teachers)
- Staff Wellbeing Policy

## **Policies and Documents delegated to this governor:**

- Adoption Policy
- Capability Policy and Procedure
- Disciplinary Policy
- Disclosure & Barring Service Policy
- Flexible Working Policy
- Managing Sickness & Absence Policy
- Maternity Policy
- Pandemic Policy
- Pay Policy (TN)
- Recruitment & Selection Policy
- Redundancy Policy
- Staff Grievance Policy
- Staff Leave & Absence Policy
- Volunteering in School Policy
- Whistleblowing Policy
- *Central record of recruitment and vetting (DBS) checks (currently the responsibility of the Chair)*

## **Duties which are delegated to this governor:**

*It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.*

**D** Delegated to Lead Governor through Resources Committee

**R** Make Recommendations to Full Governing Board

The Personnel lead governor will undertake appropriate governor training in order to fully understand their role.	<b>D</b>
In consultation with the Headteacher and giving consideration to the School Development Plan, to review the staffing structure annually and whenever a vacancy occurs. Ensure that flexible working and the Teacher Recruitment and Retention Framework is considered when reviewing staffing structures.	<b>D</b>
To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full governing board.	<b>R</b>

To monitor that appropriate procedures are in place and followed for setting levels of executive pay which are transparent, proportionate and justifiable.	R
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with HR models; and ensure that the workforce is informed of these.	R
To approve the Performance Management/Teacher Appraisal Policy, ensuring that the appraisal process links with the School Development Plan priorities. Ensure that the board establishes an appropriate Pay and Performance Committee to monitor the appraisal process and decide outcomes	D
To work with the Headteacher to review the training requirements of the school workforce, linked to the curriculum and the School Development Plan and make recommendations to the board.	D
Monitor and review staff well-being & absence to identify trends & possible impact on provision, develop plan to mitigate and/or resolve any issues	D
Monitor recruitment & retention patterns, suggest plans to address any emerging issues	D
To ensure that requirements for safer recruitment are in place and that there is an up to date single central record (SCR) of recruitment and vetting (DBS) checks held in school. ( <i>The Chair is delegated responsibility for checking the content of the SCR</i> )	D
To monitor arrangements for interviewing and appointing staff, including agreeing the level of governor involvement (setting criteria, shortlisting, part of interview panel) for different categories of appointments. Ensure every member of staff has a Contract of Employment.	R
Ensure that the school has appropriate policies in place related to the conduct of staff. Monitor that the school's approved policies and procedures are followed by staff.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D
Confirm arrangements for HT appraisal, appointment of external advisor & HT appraisal governors (ensure at least one member of the appraisal panel has undertaken relevant training) for approval by the board, together with the Chair.	R
Evaluate responses to the annual staff survey and identify areas where action may be needed to address any concerns raised.	D
Monitor that the school has issued Privacy Notices to staff and the Data Protection Officer (DPO) ensures that appropriate Data Protection requirements and safeguards are in place for personnel data.	D
Analyse responses to the staff wellbeing survey to help understand the key issues in the school, and use information from the survey to assess the impact of any measures being taken to support staff wellbeing.	D
Monitor and evaluate work life balance issues for staff, the SLT and members of the board. Review the school's use of job share arrangements, part-time working, flexible working, and staff workload to see if strategies are effective.	D
Monitor levels of staff absence and the reasons for absence to identify any potential areas of concern.	D
Monitor responses to staff exit interviews to identify any potential areas of concern.	D
To arrange an annual performance management review of the Clerk.	D

# Terms of Reference for the **PREMISES, SECURITY and HEALTH & SAFETY LEAD GOVERNOR** at Bow Community Primary School

Agreed at the meeting of the full governing board on: 21 September 2021

Review date: September 2022

Name of the Lead Governor: Richard Drake

## **Policies and Documents delegated to this governor:**

- Accessibility Plan
- Asset Management Plan
- Health and Safety Policy
- No Smoking Policy
- School Emergency Plan

## **Duties which are delegated to this governor:**

*It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

**D** Delegated to Lead Governor through Resources Committee

**R** Make Recommendations to Full Governing Board

The Premises, Security and Health & Safety lead governor will undertake appropriate governor training in order to fully understand their role.	<b>D</b>
To assist the headteacher and discharge the responsibilities of the governing board on matters relating to the school premises and grounds, security and environment.	<b>D</b>
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan) for board approval.	<b>R</b>
To review the security requirements of the setting annually and make recommendations to the board in line with professional advice.	<b>R</b>
To monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses.) Report any issues of concern to the board.	<b>D</b>
To monitor that Risk Assessments, including an annual fire risk assessment, are up to date with a clear line of responsibility for procedures and actions.	<b>D</b>
To ensure that there are agreed procedures for reporting any concerns (including an appropriate Whistleblowing Policy)	<b>D</b>
To consider and agree (within delegated limits) the costs and arrangements for maintenance, repairs and redecoration within the budget allocation. Refer to the board any exceptional costs, or those in excess of delegated financial limits. Work with the headteacher to develop a long term plan for improving the facilities and premises for staff, pupils and any other visitors or users of the premises for approval by the board.	<b>D</b>

To monitor the preparation, tender process and implementation of contracts, ensuring best value principles are adhered to. Ensure potential conflicts of interest are identified and appropriately managed.	<b>D</b>
To ensure that all policies and procedures relating to health & safety, buildings and visits are reviewed and amended where appropriate.	<b>R</b>
To agree a lettings policy.	<b>D</b>
To agree, evaluate and review the schools Accessibility Plan	<b>D</b>
To recommend to the Governing Board reasonable adjustments to premises to improve disabled access.	<b>R</b>
To ensure that clear Health and Safety checks and Risk Assessment details are outlined and complied with prior to Educational trips and visits. To receive a report of any issues on Educational trips or visits and ensure staff review the Policies in accordance. To ensure that Educational trips and visits meet the safeguarding requirements.	<b>D</b>
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	<b>D</b>
Review catering/school meals/ nutritional policy. Re-affirm food standards in line with statutory duties.	<b>D</b>
Review the School Emergency Management Plan and report to the board	<b>D</b>
Regularly review the premises aspects of the Risk Register and report to the board.	<b>D</b>