

TERMS OF REFERENCE FOR THE RESOURCES AND WELL-BEING COMMITTEE (RAWB)

Function: This committee is responsible for holding the school to account for the appropriate use of school resources and ensuring financial probity. Key strategic aspects of this role are working to maintain a resilient, sustainable, focussed and continually improving organisation, promoting compliance with relevant legislation and policy.

Details of delegated functions are recorded in the Governing Body's Delegation Planner which is annually reviewed and approved by the full governing body.

The committee is expected to work in partnership with the headteacher in the discharge of all its responsibilities which in summary are:

1. Monitoring all related School Improvement Plan issues including monitoring activities and progress towards targets associated with
 - Budget
 - Grant/Ring-fenced spending (e.g. Capital, SEN, Pupil Premium)
2. To receive reports on resource controls (such as financial and health and safety audits) and agree and monitor resulting action plans
3. Budget preparation and monitoring to control expenditure during the financial year and investigate any material deviations from the budget
4. Setting and monitoring the pay and performance management policies of the school including being the relevant body when making decisions about pay changes.
5. Monitor and agree priorities for major projects including oversight of capital and SEN budgets and the special purposes account;
6. To monitor staffing levels within the school to ensure that there are sufficient staff to carry out the work of the school aligned with the priorities of the School Improvement Plan and within budget
7. Setting and monitoring financial procedures including ensuring approval for expenditures are set and carried out at appropriate levels
8. Setting and monitoring premises policies and procedures, including oversight of health & safety; appointing a H&S governor (where such an appointment is not made the Chair of RAWB will be the H&S governor)
9. Oversight of Environment and Sustainability initiatives
10. Set and monitor the effectiveness and impact of Staff appraisal policies
11. Monitoring all personnel policies including capability, sickness, discipline, grievance, cover, emergency and special leave and the work life balance policy.
12. Monitor the effectiveness and impact of contracted services in the school, including catering, cleaning and grounds maintenance
13. Oversight of the school's Extended Services ensuring that the Full Governing Body is advised appropriately when deciding on additional services to offer or cease
14. To monitor policies relating to the use of school resources as a community facility including setting letting fees
15. Determine the leadership and management structure of the school including approving new posts or responsibilities within the leadership team.
16. To agree and monitor Fitzharrys in-house Well-Being programme taking particular responsibility for monitoring the workload of the headteacher and making such adjustments as necessary to the working practices of the school as to ensure a proper work life balance.
17. Appoint the headteacher review panel and confirm arrangements for completing this performance review.
 - The headteacher review panel will comprise three governors, normally including the Chair of Governors and a member from the Learning, Skills and Standards committee. Quorum is any 2 of the 3 governor members.

Committee role with regard to complaints:

18. To form the core group of governors who hear appeals against any disciplinary action taken by the head under the discipline, capability or grievance policies.

19. To hear formal complaints from community users, or potential users of the site.

The Headteacher has particular responsibility for

20. the day-to-day running of the school
21. Making staff appointments and agreeing changes to employment contracts outside the leadership team; this to include taking decisions relating to the grade upon which new staff are appointed or existing staff promoted (taking into consideration the importance of recruitment and retention)
22. Where appropriate, taking action under the grievance, discipline and capability policies up to and including the initial decision to dismiss.
23. Grant special and emergency leave.
24. ensuring that the school achieves best value for all contracts. This will require the headteacher to ensure that when contracts and leases are due for renewals that the options for continuation/cessation of contracts are discussed and the principles of best value are applied. Where appropriate, these are reported to the Resources Committee.
25. School and staff compliance with financial, HR and health and safety procedures
26. expenditure on a single transaction or contract up to £25000
27. ensuring that the school achieves best value for all contracts. This will require the headteacher to ensure that when contracts and leases are due for renewals that the options for continuation/cessation of contracts are discussed and the principles of best value are applied. Where appropriate, these are reported to the Finance Committee.
28. virement from one budget heading to another up to a maximum 10% or £20,000 whichever is the greater
29. approving all payments under approved expenditure.

Membership: Governors nominate themselves to be members of their chosen committees at the first meeting of the Full Governing Body. Governors may be asked to join a particular group where their skills and experience are of particular value but can decline the request.

There is no maximum number for any committee; governors are encouraged to join as many committees as practicable bearing in mind their responsibilities to actively support the work of the group.

Chair of Governors and Headteacher will be standing members of the committee.

Governors not formally identified as members of the committee can attend meetings as non-voting members. Attendance should be notified to the Chair of the committee in advance.

Non-voting Associate Members are invited to join the committee from the Student body. Invitations for membership are issued via the Student Council.

Members of the school leadership team and staff may be invited to or request attendance to report on improvement proposals, progress or to provide professional advice related to their areas of expertise.

Withdrawals: Staff governors are to be involved in discussions of principle which relate to the whole school, for example the formulation of policy. However, where such a discussion relates to an individual or even small groups (where individuals would become identifiable) and topics are considered sensitive e.g. issues of performance or capability it is inappropriate for these members to participate and they will be required to withdraw.

These arrangements apply in particular to decisions about staff pay and matters of discipline, capability and grievance and are intended to protect the rights of individuals to confidentiality and also to protect committee members from conflicts of interest that may cause personal difficulty.

Chair and vice-chair of the committee: These will be elected by simple majority at the final FGB meeting of the year (or at the next available committee meeting if necessary).

Should the chair be absent the vice-chair will act on their behalf. If both the chair and vice-chair are absent from meetings the committee will elect one of their members to take the chair for that meeting.

Clerk: is the clerk to the governing body. If the clerk can not attend a governor volunteer will take minutes.

Quorum: Three governors.

Meetings: There will be at least three meetings of the committee on the school calendar each year. Agendas will be agreed between the Headteacher or nominated Senior Leader and Chair to address areas of priority but will broadly follow the pattern outlined in the governing body's annual schedule.

Agendas and papers will be circulated seven days in advance of the meeting. The clerk must ensure that minutes are drawn up, approved by the committee and are signed by the chair at the next meeting.

Minutes are published to the school's electronic shared drives and circulated to governors as 'draft' once the Chair and Headteacher/Senior Leader have approved content in principle. This action is designed to promote the prompt progress of agreed actions.

KPIs and KDIs associated with Resources and Well-Being

- Staff absence and cover
- Training and development plans
- Self-Evaluation dashboard (Quality of Teaching: impact of teaching)
- Pupil performance linked to grant funding and department spending patterns
- Performance management policy- annual report
- Well-Being policy and measures
- Directed time budget
- Staffing structure including leadership team
- Budget monitoring reports
- Health & Safety Review and audit
- School Dashboard overview (or equivalent)

The governors expect the headteacher to:

- To take advice from the Local Authority's Legal Services and Human Resources Services and act accordingly. Any actions or decisions that are not in accordance with Local Authority advice should be referred to the Community, Support & Partnerships committee for discussion and decision.
- Carry out monitoring of areas of operations relevant to this committee in order that governors may receive reports on such monitoring and assess the impact of strategy or policy.
- Keep governors fully informed of the outcome of any internal or external reviews and provide an evaluation to enable governors to set clear expectations for the performance of the school.
- Brief governors on any matters that may have a deleterious impact on budgets or staff or premises, health & safety or welfare.