



CALTHWAITE CHURCH OF ENGLAND SCHOOL

Resources Sub Committee

Terms of Reference

A. Administration and Reporting

1. To elect a Chair and appoint a Clerk
2. To meet at least 3 times each school year
3. To make regular reports to the governing body

B. Health and Safety

4. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises ensuring, as far as is practical, that Health and Safety issues are appropriately prioritised
5. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
6. To undertake monitoring visits to the school

C. Finances

7. To ensure that the school operates within the Financial Regulations of the County Council
8. In consultation with the Headteacher, to provide accountability for drafting the first formal budget plan of the financial year and provide accountability for the maintenance of an up to date 3 year financial plan
9. To consider a budget position statement including virement decisions termly and to report significant anomalies from the anticipated position to the Governing Body
10. To provide accountability on expenditure following recommendations from other committees
11. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
12. In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments



D. Building Development, Maintenance and Repairs

13. To establish and keep under review a Building Development Plan
14. To establish and keep under review an Accessibility Plan
15. To oversee arrangements for repairs and maintenance and determine premises-related expenditure
16. In consultation with the Headteacher, to oversee premises-related funding bids

E. Policy and Monitoring

17. To establish and review a Performance Management policy for all staff
18. To annually review charges and remissions policy
19. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
20. To monitor progress against any relevant priorities of the School Improvement Plan particularly those related to finance & premises targets

F. Staffing

21. To draft and keep under review the staffing structure in consultation with the Headteacher
22. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
23. To oversee the appointment procedure for all staff
24. To oversee the process leading to staff reductions