

DEPTFORD GREEN SCHOOL

STAFFING AND RESOURCES COMMITTEE

Terms of Reference – Approved by the Full Governing Body

30 November 2020

Membership

The Committee will comprise at least 3 governors plus associate members / advisers as appropriate.

Quorum

The quorum for meetings of the Committee is 3 governors. *The meeting will not take place unless the Headteacher or his representative is present.*

Clerking

The committee is clerked by an appropriate member of the school's administration team

Meetings

The Committee will meet at least once a term with additional meetings as necessary.

Responsibilities: all committees have the following responsibilities:

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference.
- To contribute to, monitoring and evaluating relevant parts of the self evaluation summary, the school development plan and the policies allocated to them, reporting or making recommendations to the full governing body.
- To consider recommendations from relevant external reviews for example audit, Ofsted or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
- To take appropriate action on any other relevant matter referred by the governing body.

The Staffing and Resources Committee will oversee

- the school finances ensuring that the school operates within the financial regulations of the local authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money;
- the maintenance and development of the school site and premises;
- the adoption and implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled

In particular, the committee will:

Finance

- keep under review the scheme of delegation in financial matters including the level of delegation to the headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change;
- prepare and present to the governing body for ratification an annual budget reflecting priorities in the school development plan;
- monitor the budget and ensure a termly report to the governing body with an evaluation of the use of resources and any appropriate recommendations;
- ensure that the "Governors' Fund" or other such fund is audited and appropriate records are kept,

Premises, health and safety

- draw up medium and long term plans relating to the repair, maintenance and development of

- premises and recommend action to the governing body;
- agree the lettings and charges policy for the use of school premises;
 - keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action.
 - Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For a comprehensive overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: http://www.fedps.org.uk/compliance_monitoring.pdf which sets out the responsibilities for employers and duty holders. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.

Staffing

- agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;
- keep under review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability and performance management, sickness absence, whistle blowing, pay and conditions of employment and ensure staff are consulted and informed appropriately;
- recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group;
- ensure that the school complies with the General and Specific Equality Duties in relation to staff;
- ensure the school complies with the latest requirements in relation to safe recruitment and safeguarding procedures;
- consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

The Committee will also nominate 3 governors to form the **Pay Committee** which will:

- ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body;
- ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document**;
- ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- consider the recommendation of the Headteacher's performance review group in relation to whether to award the head an annual increment ***;

**Anyone employed to work at the school other than the Headteacher must withdraw from this item

***Anyone employed to work at the school including the Headteacher must withdraw from this item