



Recruitment and Resources Committee Remit

The remit of this committee includes all areas of finance, premises and personnel for which the governing body is responsible. The main responsibilities of the committee are to ensure proper allocation and management of funds delegated to the school under the Scheme for the Financing of Schools, responsibility for health and safety issues in school and the appointment of staff and staffing structure.

QUORUM: recommend 5

Finance

To ensure that the school operates within the financial regulations of the local authority.

To present the draft annual budget to the full governing body for consideration and approval each year.

To provide guidance and assistance to the Headteacher and governing body in all matters relating to budgeting and finance.

To ensure that the school development plan is fully costed and that financial provision is available in the budget to meet these costs

To regularly monitor:

- ♦ income and expenditure
- ♦ all aspects of grant funding
- ♦ staffing levels in line with the budget
- ♦ student number trends to assess the effect on the budget allocation
- ♦ expenditure with a view of achieving best value

To determine the financial delegation by the full governing body to the Headteacher.

To provide the Staff Disciplinary and Dismissal Committee with any financial information it requires to enable it to carry out its functions.

Delegated powers

To draft the budget in line with priorities set out in the school development/improvement plans.

To agree virements between budget headings as required, to be reported to the next full meeting of the governing body.

To determine *Lettings and Charging Policy* for other users of the school buildings and grounds.

To manage tendering processes and the awarding of contracts with other relevant committees.

To consider the service level agreement and contracts in consultation with appropriate committees.

To ensure there is an annual audit of the school fund, undertaken by an independent person, and to ensure the results of the audit are reported annually to the full governing body.

To prepare and agree a financial statement for inclusion in the Annual Report to Parents.

Recruitment and staffing matters

To consider and make recommendations to the governing body, on all guidance and legislation relating to personnel issues.

To receive reports from the Headteacher on the management of the school's staffing establishment and on general personnel issues – there should be no reference to individual members of staff to avoid tainting or compromising members of the committee.

Delegated powers

To establish and review as required the school staffing structure and make recommendations to the governing body.

To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following changes to legislation.

To undertake the appointment of permanent staff within the staffing structure which has not been delegated to the Headteacher and to inform the governing body of these appointments (e.g. the governing body may have delegated the appointment of all support staff to the Headteacher).

Premises, health and safety

To provide guidance and assistance to the Headteacher and governing body in all matters relating to the maintenance of the premises and grounds, and health and safety.

To comply with the Health and Safety Policy, including the monitoring and review of the policy and procedures.

To ensure that actions are taken in respect of relevant health and safety legislation.

To advise the governing body on priorities, including health and safety and maintenance and development of premises.

To oversee arrangements for repairs and maintenance of the premises. To consider tenders for work, as appropriate.

To monitor:

- the effectiveness of services provided through the Service Level Agreement and contracts
- the efficient use of utilities such as water, electricity or gas
- health and safety reports
- reports on the condition of buildings and school environment

To receive termly reports on the fire evacuation procedures.

To ensure regular health and safety tours are conducted.

To establish and keep under review an Accessibility Plan.

To seek professional advice from the local authority, diocesan authority or others, as necessary.

To attend relevant training, where appropriate.