



Poynton High School

Staffing & Resources Committee Terms of Reference 2021-22

We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society.

Poynton High School and Performing Arts College

Staffing & Resources Committee Terms of Reference

The governing body of Poynton High School is committed to working in partnership with the headteacher and staff to provide the best possible education for our children.

The School is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share in this commitment.

The governing body will always endeavour to:

- respect the professional expertise of the headteacher and staff, and the fact that responsibility for the day to day running of the school rests with the headteacher.
- give sufficient notice of meetings and distribute paperwork to all governors in good time.
- ensure that meetings are chaired effectively, so that the chair:
 - keeps to the agenda.
 - paces the meeting so that time is given to each matter in proportion to its importance.
 - draws on all members for contribution.
 - keeps discussion to the point.
- ensure that accurate minutes are produced promptly following meetings; within 7 working days of the meeting
- encourage all governors to contribute equally.
- support the training and development needs of all governors; establish, resource and evaluate impact of the governor training plan
- ensure that its decision-making processes are transparent.

The headteacher will always endeavour to:

- respect governors as volunteers who bring additional skills, experiences and perspectives, and value their contribution.
- work openly with the governing body and provide clear, concise and relevant information on which to base decisions
- be approachable and accept governors' role of 'critical friend'
- enable all governors to become involved in the life of the school
- contribute to the induction, training and development of governors.

Expectations of individual governors are that they will:

- act and take decisions that are in the best interests of the school and not those of self, individuals or groups
- regularly attend meetings, including full governing body meetings and relevant committee/working party meetings, and play an active part; **minimum expectation of attendance 85%**
- where this is impossible, send apologies to the chair of governors or chair of the relevant committee or working party
- be prepared to contribute personal skills through involving themselves in the work of appropriate committees and/or working parties
- prepare for meetings so that they are well informed, having as a minimum read all the papers sent out with the agenda
- respect the points of view of other governors even where these differ from their own
- raise concerns with the headteacher between meetings in a positive and constructive way
- respect confidentiality and support corporate decisions even where they go against personal opinions
- respect the guidelines laid down for governor visits to school
- demonstrate their commitment by getting to know the school and becoming involved in school life and activities
- support the school with parents and in the community
- take a proactive approach to their own training and development.

Any individual or committee to whom a decision has been delegated must report to the governing body in respect of any action taken or decision made.

The governing body can still perform functions it has delegated: this enables the governing body to take decisions on matters that are discussed at meetings on functions that have been delegated. For instance, the governing body can decide to move (“vire”) money from one budget heading to another in light of changing circumstances, even if the function of approving and monitoring the budget has been delegated to a committee.

Membership

8 Governors including the Headteacher; Director of Business & Operations (PHS) and other members of school or trust staff as non-voting observers.

Chair

To be appointed

Quorum

The quorum for this committee is 4 Governors and at least 3 of those governors must not be employed by the school.

Clerk

Ed Salter (2021-22)

2021-22 Committee Governor Membership:

Full voting members:

1. Matthew Dean (Headteacher)
2. Janet Ayres
3. Rob Westbrook
4. Roberto Stocco
5. Anita Rolfe
6. Cathryn Ingleton
7. Vacancy
8. Vacancy

Membership through position of employment (associate membership):

1. Jenny Sykes (Director of Business & Operations)

Overall Purpose of the Committee

The overall purpose of the Committee is to:

- monitor the school's policies relating to resources issues – finance, premises and staffing
- report to the full governing body on the effectiveness of these policies and to recommend changes as appropriate
- monitor the quality of standards within the Post 16 programmes of study
- monitor the recruitment of students to school at Year 7 and Year 12

In carrying out all its responsibilities the Committee must act:

- in partnership with the Headteacher
- in accordance with statutory requirements
- in accordance with any general principles set by the full Governing Body
- after consulting (as appropriate) staff, parents, students, the LA, and other relevant organisation/agencies.

Terms of Reference

1. Financial Management

- 1.1 To monitor the school's implementation and adherence to the Trust's Financial Manual and Operation Manual procedures.
- 1.2 To present the draft reports to the full Governing Body for consideration and approval
- 1.3 To monitor the implementation of the procedures and to report to the full Governing Body
- 1.4 To review the procedures at least once every year and whenever relevant advice is received from the board of trustees, the LA, Ofsted, the Audit Commission, ESFA or DfE

2. School Budget

- 2.1 To draft the school budget in line with the priorities set out in the school's three-year Improvement Plan (including Financial Plan) and any post-inspection action plan.
- 2.2 To present the budget to the full Governing Body for information and recommendation to the Trust Board
- 2.3 To monitor actual expenditure and income against the school budget and report on the significant variances to the full Governing Body.
- 2.4 To monitor variations to the original and revised budget. To approve budget virement up to 5% of the school's budget share (or £50,000) whichever is the lower, larger virements to be approved by the Governing Body.
- 2.5 To regularly monitor student number trends to assess the effect on the delegated budget allocation.
- 2.6 To consider and to advise the Governing Body on the financial implications of adopting any policy under consideration with significant budget implications.
- 2.7 To undertake an annual review of all expenditure with a view to achieving "Best Value" in respect of the use of the delegated budget allocation. This will include a review of all contractors and suppliers to the school to ensure the existing arrangements are appropriate in line with DfE purchasing advice to schools (on the DfE web site).
- 2.8 To undertake an annual review of all sources of income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs; and to monitor income received against the budget estimate as with expenditure.
- 2.9 To ensure adherence and effective implementation to the Trust's policy on lettings.
- 2.10 To review the Trust's policy on lettings (including charges) on an annual basis (and at other times as appropriate) and report its conclusions to the Chief Financial Officer for reporting to the Trust Finance Audit and Risk Committee
- 2.11 To approve applications for use of the school premises in accordance with the policy of the Trust. (The full Governing Body - but not the Committee, which cannot delegate responsibility - may wish to delegate this responsibility to the Headteacher. In such cases, the Committee should receive reports on the Headteacher's decisions).

3. School Fund resources

- 3.1 To draft proposals for the use of school fund resources for consideration and approval by the Governing Body and to monitor progress as with the school budget.

4. School fund (and other funds held by the Governing Body)

- 4.1.1 To monitor the balance and expenditure of the school fund (and other funds held by the Governing Body) and to report on these at least annually to the full Governing Body.
- 4.1.2 To ensure that there is an annual audit of the school fund and of other funds held by the Governing Body, undertaken by persons independent of operating the school fund, and to ensure that the results are reported to the full Governing Body.

5. Controls Assurance Statement

- 5.1 To receive an annual report from the Headteacher confirming that the financial controls required to meet the requirements of the TTLP Financial Manual are still in place and operating as intended and to advise the Governing Body accordingly.

6. Register of Business Interests

- 6.1 To ensure the school and governors Register of Business Interest is kept up-to-date.

7. Repairs and maintenance

- 7.1 To monitor the condition of the school premises.
- 7.2 To draw up and implement a repairs and maintenance programme within the budget set by the full Governing Body and in accordance with the priorities of the school's improvement plan.
- 7.3 To make recommendations to the full Governing Body on the requirements for the annual repairs and maintenance programme.
- 7.4 To monitor the repairs and maintenance budget.

8. Improvements and new developments

- 8.1 To consider options for building improvements and/or new developments within the needs and priorities identified in the Asset Management Plan.
- 8.2 To make recommendations to the full Governing Body for spending the school's annual devolved capital funding.

9. Health & Safety

- 9.1 To ensure that asbestos management in school is regularly reviewed and that any remedial action is recorded.
- 9.2 To ensure that appropriate evacuation and invacuation plans are established and tested regularly
- 9.3 To monitor and receive reports on H&S compliance from the Director of Business & Operations
- 9.4 To ensure compliance with all H&S compliance aspects

10. PERSONNEL

Policies and Procedures.

To draft personnel policies and procedures (or adapt models/samples provided by the Trust), including those relating to appointment of staff, health and safety, performance management, staff pay, discipline, grievance and determining that staff should cease to work at the school; and to present them to the full Governing Body for consideration and approval.

- 10.1 To advise the full Governing Body on such policies and procedures.
- 10.2 To review the Trust's pay policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the school's improvement plan; and to present any proposed changes to the policy and/or staffing establishment and structure to the full Governing Body, for consideration and recommendation to the Trust
- 10.3 To recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of resources to support any discretionary decisions; and to recommend that the Governing Body makes application for any additional funding available to support this process.
- 10.4 To review all other personnel policies and procedures on a regular basis (and at other times as appropriate) and report its conclusions to the full Governing Body.
- 10.5 To adopt the 'Scheme of Delegation for the Appointment of Staff' as detailed in the TTLP Operations Manual. For appointment of staff outside the leadership group: the headteacher, or one or more individual governors (with the right of the headteacher to advise) or one or more governors and the headteacher.
- 10.6 To monitor the take up of safer recruitment training to ensure compliance with the requirement for one person on every school recruitment panel to be safer recruitment trained.

11. CONTRIBUTION TO SCHOOL SELF-REVIEW

- 11.1 To review on an annual basis, with the Headteacher, the Ofsted self-review form which relate to finance issues and to report this review to the full Governing Body.
- 11.2 To recommend to the full Governing Body priorities relating to resources issues for inclusion in the School Improvement Plan.

12. Monitor Recruitment of students to school

- 12.1 To monitor the recruitment in particular of students at Year 7 and 12

13. monitor the quality of standards within the Post 16 programmes of study

- 13.1 To monitor the progress, attainment and destinations of Sixth Form students

Terms of Reference agreed by the Staffing and Resources Committee on 4 November 2021.