



## **St Oswalds Catholic Primary School**

### **Resources Committee**

#### **Terms of Reference**

The Resources Committee of St Oswald's Catholic Primary School is responsible for the governance of the following areas: -

- Budgets
- Financial management
- Premises
- Staffing
- Business management

#### **The Committee will take responsibility for:**

- monitoring and evaluating the budget allocated to the school to achieve best value;
- ensuring the governing body and the Headteacher comply with local authority financial regulations;
- reviewing staff pay and conditions;
- agreeing procedures for staff conduct and discipline;
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation;
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

#### **The committee will accept full delegated responsibilities for the following duties:**

- Preparation and presentation of an annual budget to the full governing body for approval;
- Agree the level of financial delegation to the Headteacher;
- Ensure that the principles of 'best value' are adhered to;
- Review, monitor and evaluate the annual maintenance programme;
- Project manage maintenance, repairs and redecoration within the budget allocation;
- Recommend an appropriate staffing structure to the full governing body for approval;
- Recruit, select and appoint staff;
- Secure the effective implementation of performance management procedures;
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes.

#### **The committee will provide guidance to the full governing body for the following, which cannot be delegated:**

- Approval of the annual budget;
- Appointment of Headteacher, and Deputy Headteacher;
- Approval of the staffing structure for the school.