

Terms of Reference

Organisation

Only Trustees of the school shall be members of the Resources, Staff and Pay Committee. Members and terms of reference will be approved by the Trust Board. The Chair will be appointed by the Trust Board on an annual basis. The Chair of the Trust Board will act as Chair for the committee. The Vice Chair of the Trust Board will always be a member of the Committee and will chair the Committee in the absence of the Chair. The Company Secretary will act as Clerk.

There will be a minimum of five members - including the Chair, Vice Chair and Headmaster (unless his Terms and Conditions are being discussed or his decisions being reviewed). A minimum of three Governors (excluding the Head should the Head be being discussed) shall be a quorum for meetings, including the Chairman or his/her nominated deputy. The Bursar and the Director of Studies will always attend the meetings but will not be members. The clerk to the committee will circulate an agenda for each meeting and papers 5 working days before the meeting.

Attendance at each meeting, issues discussed and recommendations for decisions will be recorded. The Chairman will provide a written summary to the Full Trust Board of decisions made at each meeting.

The committee may invite attendance at its meetings persons to assist or advise on a particular matter or range of issues, including parents and members of staff who are not Governors. The Bursar will facilitate and attend meetings.

The Committee will meet a minimum of three times a year, but may hold additional meetings as necessary.

In the event of a need to make an urgent decision between meetings on matters falling within the remit of the committee, the Chair of Governors (or in his absence the Vice Chair), in consultation with the Headmaster, will take appropriate action on behalf of the committee. The decisions taken and reason for the urgency will be explained fully at the next meeting of the whole Trust Board.

Purpose

The Resources, Staff and Pay Committee will provide guidance and assistance to the Headmaster and the Trust Board on matters relating to staff and pay, budgeting and finance. It will also act as the Governors' Teaching and Learning and Educational Standards Committee. It will report to the Trust Board after each meeting.

In particular, the Resources, Staff and Pay Committee will:

- consider and recommend acceptance/non acceptance of the budget to the Trust Board for approval
- oversee miscellaneous financial decisions (e.g. write-offs)
- investigate Financial irregularities

- enter into contracts (above £60,000)
- approve the charging and remissions policy
- contribute to the formulation of the schools development plan, through the consideration of financial priorities and proposals in consultation with the Headmaster.
- monitor periodically in-year income and expenditure against budget and review the year-end accounts before presentation to the Trust Board.
- review annually and approve the Finance Manual and the implementation of bank account arrangements
- receive auditor's reports and recommend to the Trust Board action as appropriate to audit findings
- recommend the appointment or reappointment of auditors[BW1]
- prepare the financial statement to form part of the annual report of the Trust Board to parents and for filing in accordance with the Companies Act.
- set HM Performance Targets for the year
- set and publish targets for pupil achievement*
- assess HM against Targets
- agree Performance Review and Remuneration of the Head
- annually review the performance management policy
- the Head will provide feedback on the performance review of the Deputy
- formulate and agree Pay Policies
- approve exceptional staff payments
- oversee pay discretions (the head should not advise on his/her own pay)
- support Staff Pay including consensual variation if necessary
- determine dismissal payments / early retirement
- form, as required, an appeal panel to deal with Terms and Conditions issues to act as an Appeal Panel where the HM's decisions are challenged. In these circumstances the panel should consider whether the HM has acted within the agreed frameworks and Policies set by the GB
- set and agree the policies and framework for Pay and Terms and Conditions which ensure a fair and consistent approach to reward at The School. Annual Pay Policy and appraisal policy approval
- form sub-committee as required e.g. to consider performance issues [providing support and challenge] which may, or could, lead to termination.
- establish disciplinary /capability procedures
- The committee will review exam results, other data and SLT audits to help ensure educational standards are being both maintained and enhanced.

Timetable

An illustrative timetable for a typical financial year is attached at Annex A. Normally each meeting will, in addition, receive a report on the income and expenditure for the year against budget and details of any virement made in accordance with the Finance Manual.

Membership

A list of current members is attached at Annex B.

Resources, Staff and Pay Committee Timetable

- Jan / Feb: - review initial budget proposals for the next financial year
- April - finalise budget for the year for presentation to Trust Board
- Sept/Oct: - review end of year accounts
- review finance Manual and Terms of reference.
- Consider curriculum for the next financial year.
- November Review audit

Annex B

Resources, Staff and Pay Committee Membership

Richard James Chair
Glenn Webster Vice Chair
Nick Dyer Headmaster
David Preece
Dylan Green
Rachael Jones