



ABBOTS RIPTON CHURCH OF ENGLAND PRIMARY SCHOOL

Resources & HSSPW Committee

Delegated Responsibilities – 2023-2024

1. Partnership with the Head Teacher

In carrying out its functions the committee will receive information and advice from the Head Teacher and other staff and will actively seek opportunities for wider consultation where appropriate.

2. Powers of Recommendation

The committee shall recommend to the Board of Governors a summarised annual income and expenditure budget.

3. Powers of Approval

The committee shall have approval over the detailed annual income and expenditure budget and shall monitor income and expenditure against budget. The committee shall also approve outside contracts that do not exceed the value recommended by the Local Authority Contract Regulations. Contracts over this value are to be approved by the full governing body.

4. Ring-fenced funding

The committee shall be responsible for ensuring that any ring-fenced funding is appropriately allocated and spent and shall approve any reports required on this funding before publication.

5. Responsibilities

- The committee shall ensure that safeguarding is discussed at every meeting and that the school has adequate resources to fulfil its safeguarding duties.
- The committee shall ensure that staff are appropriately trained and briefed in Health and Safety matters.
- The committee shall ensure that risk assessments are reviewed and updated annually and that new risk assessments are written whenever a new process is introduced. It is the Headteacher's responsibility to ensure that staff are aware of all relevant risk assessments.
- The committee shall be responsible for reviewing (annually) the Health and Safety policy and all associated policies and recommending these for approval to the FGB.
- The committee shall be responsible for ensuring that the school building and grounds are maintained in a safe and well-kept condition, ensuring funds are allocated for maintenance and repairs.
- The committee shall oversee any major works required and liaise with our property maintenance consultants and contractors as necessary.
- In carrying out these responsibilities the committee shall be advised by the appointed school Health & Safety Advisor from the Local Authority.
- The committee will ensure that the headteacher's review is conducted annually.

6. Power of Delegation

The committee may delegate day to day matters to the Head Teacher and the Office Manager.

The committee has delegated powers to carry out the following specific tasks.

A: Finance

- To ensure the school adheres to the local authority conditions of financial management.
- To oversee the longer-term strategic planning of the school's finances.
- To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the governing body.
- To recommend the final budget for approval to the full governing body.
- To notify the approved budget to the local authority by the agreed deadline.
- To agree the level of delegation to the Head Teacher for the day-to-day financial management of the school.
- To monitor expenditure and ensure corrective action is taken when necessary.
- To evaluate spending to ensure value for money in raising standards of education.
- To monitor income and expenditure of all public funds according to an agreed timetable.
- Draw up and review annually the school's Finance Policy and Procedures, including financial responsibilities delegated to the Head Teacher and the Resources Committee
- To ensure accurate accounts are kept.
- To ensure key financial decisions are properly recorded.
- To authorise signatories for the school bank account(s).
- To ensure a register of pecuniary and business interests for Governors and staff are kept and is open to inspection.
- To review and approve the school's charging and remissions policy.
- To make decisions in respect of service agreements and contracts.
- To ensure the school meets the relevant statutory deadline for submission of the Schools Financial Value Statement (SFVS).
- To ensure cash in school is held securely.
- To ensure that the governing body has building insurance in place, seeking advice from the local authority, diocese or trustees where appropriate.
- To ensure that appropriate financial regulations, including write-offs, are followed carefully within the school and that any recommendations from any audit or Ofsted reports are fully implemented.
- To create, review, amend and monitor policies that are consistent with the overall responsibilities of this committee.

B: Personnel

- Ensure that the governing body and school fulfil all their responsibilities under all relevant personnel and employer/employee legislation.
- Review and approve policies and procedures relating to personnel issues (or adapt models/samples provided by the LA).
- Advise the full Governing Body on such policies and procedures.
- Review and approve the Governing Body's Pay and Conditions policies 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 development plan; and to present any proposed changes to the policy and/or staffing establishment and structure to the full Governing Body, for consideration and approval. To review all matters relating to staff conditions of service and to advise the Full Governing Body accordingly.
- Monitor all recruitment in school to ensure that **Safer Recruitment** legislation and guidance has been applied to the process.

C: Head Teacher Responsibilities

The Resources Committee generally delegates the following to the Head Teacher (who may in turn delegate to appropriate members of the school staff):

- Personnel management matters, including the appointment of all non-teaching members of staff.
- For the appointment of teaching staff outside of the leadership group, authority to appoint is also generally delegated to the Head Teacher. When forming the Interview Panel for each post being appointed into, the Head Teacher will invite the Governing Body, if they wish, to nominate one or more Governor(s) to sit on the panel & therefore be involved in the full recruitment process. If no Governors sit on the panel then the interview panel will consist of 3 members of school staff chosen by the Head Teacher, unless the Governors direct otherwise.
- The appointment of the Leadership Team, including the Head Teacher and Assistant Head Teacher, will involve at least 1 member of the Governing Body.
- The undertaking of all matters related to staff discipline and staff capability, other than the Head Teacher. This includes the initial decision to dismiss a member of staff. Any member of staff so dismissed has the right to appeal to the governing body against the dismissal. Such dismissal appeals will be heard by a panel of the governing body, drawn from members of the Resources committee if available. Hearings of the staff dismissal appeal panel will be clerked by the clerk to the governing body.