**LANGLEY FITZURSE C OF E PRIMARY SCHOOL**

**LEADERSHIP & RESOURCES COMMITTEE – TERMS OF REFERENCE – APPROVED ON 2 OCTOBER 2018**

Key areas of responsibility: Finance, People and Premises

Membership: Five members of the Governing Body, including the Headteacher

Quorum: Three governors

Voting: Majority decisions – chair has casting vote where necessary

Meeting frequency: Once per term as work demands

The Christian ethos of the school should run like a thread through every element of school life. Our Leadership & Resources committee is underpinned with trust, mutual respect and Christian love.

The overriding objective of the Leadership & Resources (L&R) committee is to provide a high quality, safe learning environment for pupils and staff, and to maintain that standard and that of our 'Outstanding' rating from SIAMS. Towards meeting this objective the committee will work closely with the FGB, Standards & Performance (S&P) committee and all stakeholders, including the Church. With them it will ensure that the necessary steps are embedded in the School Improvement Plan.

The committee will provide long-term financial stability for the school through effective management of resources/assets and sound financial planning. It will secure excellent value for money from school funding. The committee will provide and maintain safe and secure data and premises, to ensure pupils, staff, and visitors are properly and effectively safeguarded.

**LEADERSHIP & RESOURCES COMMITTEE - TERMS OF REFERENCE OCTOBER 2018**

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| **KEY TASKS** | **Who has responsibility** | **Who will complete the task?** |
| Identifying priorities for the School Improvement PlanMaking and examining budgetary recommendations and proposals (including virements)Examining projections of spendingConsidering, recommending and presenting a 5 year budget plan to the FGB & LATermly budget monitoringConsidering the use of any rollover/contingency fundsConsidering and approving of all financial reports needed by the LAPurchasing of assets in accordance with the Scheme of DelegationAnnual Asset Register checkNegotiation/Tendering of contracts in accordance with the Scheme of Delegation (including hot meal service)Planning, initiating, managing income generation activities (e.g. lettings of school premises and equipment)Designating signatories for payments from the school bank accountsManaging marketing and public relations initiatives to increase pupil numbers and maintain school’s good reputationMaintaining an overview of the general condition of the whole school sitePlanning a rolling programme of priorities for repair and maintenance projectsReviewing annually the LA Conditions Survey and acting upon recommendationsInvestigating and recommending repair and maintenance requirementsSeeking advice and liaising with LA on proposals for work to be carried outRegular Health & Safety inspections of the buildings and site (annually by school, 3 yearly by LA)Reviewing school insurance cover annuallyFormulating a long term strategy plan for phased initiatives for improving the standard of the school premises and siteOverseeing all Admissions issuesTo monitor overall staffing strategy for all staff deploymentPlanning overall strategy for all staff deployment in conjunction with the HeadteacherDeciding staffing levels (creation/deletion of posts)Deciding on form of induction programme for all new staffProducing job descriptions and person specifications, and placing vacancy advertisementsArranging short listing of candidatesDebriefing candidatesAppointment of HeadteacherEnsuring performance appraisal procedures are implemented for all staffOverseeing staff salaries and remuneration of all staff (involving criteria to be used & staffing procedures)Setting up selection panel and proceduresImplementation of staff procedures, including disciplinary, suspensions and dismissalsAnalysing information from staff questionnairesSuccession planning in place for staff governors | CommitteeCommitteeCommitteeCommitteeCommitteeCommitteeCommitteeHead/Committee/FGBCommitteeCommittee/FGBCommitteeCommitteeCommittee/Marketing OfficerCommitteeCommitteeCommitteeCommitteeCommitteeCommittee/FGBCommitteeCommitteeCommitteeCommittee/FGB/HeadCommittee/FGBHeadCommitteeCommitteeCommitteeCommitteeFGBCommitteeFGBCommittee/FGBCommitteeCommitteeCommittee/Head | Head/FOHead/FOHead/FOHead/FOHead/FOCommitteeCommitteeFOHead/FOHead/FOCommittee/HeadCommitteeCommittee/Marketing OfficerCommittee/HeadCommittee/Head/Fin OfficerCommitteeHead/FOHead/FOHead/FO/H&S GovHead/FOCommitteeCommitteeCommitteeHeadCommitteeHeadHeadHeadHeadFGBHeadPay PanelCommittee/FGBCommitteeCommitteeCommittee/Head |