**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 Plan  Making and examining budgetary recommendations and proposals (including virements)  Examining projections of spending  Considering, recommending and presenting a 5 year budget plan to the FGB & LA  Termly budget monitoring  Considering the use of any rollover/contingency funds  Considering and approving of all financial reports needed by the LA  Purchasing of assets in accordance with the Scheme of Delegation  Annual Asset Register check  Negotiation/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 accounts  Managing marketing and public relations initiatives to increase pupil numbers and maintain school’s good reputation  Maintaining an overview of the general condition of the whole school site  Planning a rolling programme of priorities for repair and maintenance projects  Reviewing annually the LA Conditions Survey and acting upon recommendations  Investigating and recommending repair and maintenance requirements  Seeking advice and liaising with LA on proposals for work to be carried out  Regular Health & Safety inspections of the buildings and site (annually by school, 3 yearly by LA)  Reviewing school insurance cover annually  Formulating a long term strategy plan for phased initiatives for improving the standard of the school premises and site  Overseeing all Admissions issues  To monitor overall staffing strategy for all staff deployment  Planning overall strategy for all staff deployment in conjunction with the Headteacher  Deciding staffing levels (creation/deletion of posts)  Deciding on form of induction programme for all new staff  Producing job descriptions and person specifications, and placing vacancy advertisements  Arranging short listing of candidates  Debriefing candidates  Appointment of Headteacher  Ensuring performance appraisal procedures are implemented for all staff  Overseeing staff salaries and remuneration of all staff (involving criteria to be used & staffing procedures)  Setting up selection panel and procedures  Implementation of staff procedures, including disciplinary, suspensions and dismissals  Analysing information from staff questionnaires  Succession planning in place for staff governors | Committee  Committee  Committee  Committee  Committee  Committee  Committee  Head/Committee/FGB  Committee  Committee/FGB  Committee  Committee  Committee/Marketing Officer  Committee  Committee  Committee  Committee  Committee  Committee/FGB  Committee  Committee  Committee  Committee/FGB/Head  Committee/FGB  Head  Committee  Committee  Committee  Committee  FGB  Committee  FGB  Committee/FGB  Committee  Committee  Committee/Head | Head/FO  Head/FO  Head/FO  Head/FO  Head/FO  Committee  Committee  FO  Head/FO  Head/FO  Committee/Head  Committee  Committee/Marketing Officer  Committee/Head  Committee/Head/Fin Officer  Committee  Head/FO  Head/FO  Head/FO/H&S Gov  Head/FO  Committee  Committee  Committee  Head  Committee  Head  Head  Head  Head  FGB  Head  Pay Panel  Committee/FGB  Committee  Committee  Committee/Head |