

St Mark's Church of England School
Stafford Road, Shirley, Southampton
SO15 5TE

Human Resources & Resources Committee Terms of Reference 2023/2024

Finance

To prepare and review financial policy statements, including consideration of long-term planning and resourcing.

To consider the School Improvement Plan and to draw up an annual budget plan for approval by the FGB.

To monitor income and expenditure of all funds and to report the financial situation to the full governing body each term.

To monitor the impact of spending decisions upon educational achievement in the school.

To ensure the audit of unofficial school funds.

To prepare a Charging Policy for the school for approval by the FGB.

To monitor service contracts and other arrangements entered into relating to the school premises in terms of effectiveness and value for money.

To complete the SFVS for each school yearly.

Property and Grounds

To consider the repair and maintenance needs of the school building, and to monitor and review the short, medium- and long-term programmes of planned maintenance at the school.

To monitor the use of the school premises and site by outside users for non-school activities within the policy established by the Governing Body on such use of the premises.

To ensure the community use of the school is not putting the school at a financial disadvantage, by monitoring income and expenditure relating to community use.

Health and Safety

To ensure that the school site meets safeguarding requirements.

To monitor and evaluate the first aid analysis for potential health and safety issues.

To undertake a yearly site walk of the school, to monitor and evaluate health and safety concerns.

Personnel

To review and monitor the staffing provision of the school to deliver the education of the pupils, within budget.

To review the process for staff appointments and coordinate governor involvement as required.

To review and monitor Staff and Executive Headteacher well-being, including rates of staff absence.

To incorporate the functions & decisions of the Pay sub-Committee, in accordance with legal requirements and the current Pay policy. The Pay sub-Committee consists of the non-staff governors who sit on the HR Committee, (excluding the Chair of Governors). This should be a minimum of 3 governors. They are responsible for determining the Executive Headteacher's pay, following the Annual Performance management cycle.

To review and monitor staff performance and related pay decisions in accordance with the pay policy.

To support *ad hoc* Governor Panels for Staff Disciplinary Committee and Staff Disciplinary Appeals Committee.

School Expansion

To keep abreast of the developments of the building project.

To provide strategic direction for the expansion of the school including buildings, ethos, policies and structure.

Lettings and community use

To agree the community use agreement and review this annually.

To set the rates of costs for lettings as advised by the Executive headteacher

To review the finances of lettings to ensure the educational funds are not used for lettings/ community use.

General

To maintain and approve any non-statutory records or policies as delegated by the Governing Body and to monitor use and impact.