

## **Committee Remit: STRATEGY AND RESOURCES COMMITTEE**

Members (not less than 4 members of the full governing body)	Y Amin R Craggs E Underwood S Evans M Watson J Hallsworth N Peck  Non members may attend but do not having voting rights.
Quorum (at least 3)	3 members, one of whom must be the Headteacher or Deputy Headteacher
Meeting Frequency	Usually monthly. No less than once per term
Committee Chair	Yogi Amin

### **Delegation of Functions**

A governing body can delegate any of its statutory functions to a committee, a governor or to the Headteacher, subject to the restrictions described below. The governing body must review the delegation of functions annually. Each governing body will remain accountable for any decisions taken, including those functions delegated to an individual or committee.

The following functions can be delegated to a committee, but NOT an individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools
- Functions relating to the approval of the first formal budget plan of the financial year
- Functions relating to school discipline policies
- Functions relating to the exclusion of pupils (except in an emergency when the chair has the power to exercise these functions)
- Functions relating to admissions

***The governing body of Hunter's Bar Junior School delegates all functions, as detailed from page 2 onwards to this committee.***

***The following functions are NOT delegated to this committee:***

- The constitution of the governing body
- The appointment or removal of the chair and vice-chair
- The appointment of a clerk
- The suspension of governors
- The delegation of functions
- The establishment of committees
- Staff pay matters
- Complaints handling
- Headteacher performance management

***In relation to policies, the Governing Body of Hunter's Bar Junior School has delegated it's policies to this committee, the Headteacher or individuals as detailed in the Policy Review Schedule approved in March 2016.***

### **Sub Committees**

**The following sub committees (who have their own remits) report to this committee:**

- Pay Matters
- Complaints
- Performance Review
- Pupil Discipline

## **Standards and Curriculum**

1. To agree targets for pupil attainment to be included in the School Improvement Plan.
2. To consider the school's RAISEonline and other performance data annually and to regularly monitor progress towards in-year attainment targets for all children.
3. To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information. To monitor the provision for vulnerable groups of children, e.g.
  - Black and Ethnic Minority Children
  - Traveller Children
  - Looked After Children
  - Young Carers
4. To be aware of and advise the governing body on the legal responsibilities of governors in terms of Curriculum provision and assessment including Special Educational Needs provision.
5. To consider and review the school's Curriculum policies on behalf of the governing body (including Religious Education, Sex and Relationships Education and Drugs Education).
6. To support, and receive reports from curriculum link governors e.g.
  - Inclusion / Special Educational Needs
  - Literacy/Numeracy
  - Transition
  - Other areas of the curriculum.
7. To consider and review any policies delegated to the committee as stated in the Policy Review Schedule. To receive reports from committee members who have been delegated policy approval responsibilities.
8. To monitor and review the school's curriculum contribution to its Equality scheme.
9. To monitor how the school listens to pupils' views.
10. To consider how the curriculum can contribute to sustainability.

## Finance

1. To determine and review financial policy including consideration of long term planning and resourcing.
2. To approve the Annual Budget Spending Plan, ensuring it is consistent with and supports the School Improvement/Development Plan.
3. To act as advisers and consultants to the governing body on financial issues.
4. To be familiar with the Local Authority budget spending plans, formula funding structure and policies for financial delegation.
5. To monitor the school budget expenditure (including specific purpose grants) with reference to criteria for receipt of the grant and the annual spending plan. To make reports at least once a term to the governing body.
6. To ensure that the school has a financial management policy and procedures in place and that these are communicated to all relevant staff.
7. To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body.
8. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
9. To review the school's charging and remission policy on an annual basis and make recommendations to the governing body.
10. To monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body
11. To receive and where appropriate respond to periodic audit reports.
12. To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services.
13. To ensure that the school has effective Risk Management strategies in place.
14. To ensure the schools' compliance with the *School Financial Value Standard*
15. To annually review the School's Statement of Internal Controls and bank signatories.
16. To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items.

## **Personnel / Staffing**

1. To be aware of and advise the governing body on legal requirements and procedures relating to personnel issues.
2. To ensure the staffing structure, retention and succession planning is suitable to deliver the School Improvement/Development plan objectives.
3. To monitor Continued Professional Development for all staff and its contribution to school improvement.
4. To annually review the school's Performance Management policy.
5. To decide on procedures for staff appointments excluding Heads and Deputies.
6. To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
7. To be involved in the development of all of the school's policies relating to personnel matters, including:
  - Code of conduct
  - Staff consultation
  - Equalities
  - Pay (through the Pay Matters Sub-Committee\*)
  - Leave of absence
  - Capability, Discipline and Grievance
  - Safeguarding and Child Protection
  - Religious Observance
  - Recruitment and Selection and Staff Retention
  - Leadership Development and Succession Planning
  - Staffing reduction procedures
  - Staff secondment
  - Adverse weather conditions
  - Group size of the school (to be reviewed at least once every three years)

and to ensure that systems are in place to make all staff aware of these policies.

8. To annually review the staffing structure and workforce development plan.
9. To be consulted on and to approve job descriptions for the staff.
10. To be responsible for reviewing the Headteacher's job description should the need arise.
11. To liaise with the finance committee in implementing the current School Improvement Plan in staffing matters.
12. To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance

\* To appoint from its members a Pay Matters Sub-Committee.

## **Premises, Grounds and Environment**

1. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, Health and Safety.
2. Annually to ensure inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan to support delivery of a first class curriculum.
3. To propose and approve the costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the finance committee.
4. To oversee the preparation of and to monitor premises services contracts (e.g. fuel/water, cleansing, grounds maintenance)
5. To work in liaison with the Health and Safety committee to ensure the school premises meet health and safety requirements.
6. To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
7. To prepare a lettings and charging policy for the approval of the governing body.
8. To contribute towards Accessibility Planning
9. To consider how the use of the school premises may contribute to the development of Extended Services provision.
10. To monitor Risk Assessment procedures
11. To ensure that there is relevant training and guidance for the Caretaker/Buildings Supervisor and/or key staff liaising with building contractors.
12. To consider sustainability in relation to school premises, grounds maintenance and repairs, and when awarding contracts for school improvements and additional facilities.

## **Health and Safety**

1. To be familiar with National and Local Health and Safety legislation and guidelines.
2. To participate in the development and review of school Health and Safety policies and to recommend them for adoption by the governing body.
3. To ensure that all statutory and CYPF requirements for the safety and wellbeing of staff and the safe management of school premises and care of pupils are discharged.
4. To ensure that appropriate Risk Assessments are carried out to ensure that activities and premises, materials and equipment used by the school do not present health and safety risks.
5. To ensure that partner providers and other users of school premises have appropriate risk assessments and Health and Safety procedures in place.
6. To ensure that all children are safe and healthy through:
  - The provision of a secure environment
  - The establishment and review of a school Food Policy
7. To receive and consider any reports and audits completed by the School's Health and Safety representatives or the Headteacher/Senior Management arising from general inspection of the school, to identify issues that need to be addressed and to report at least once a year to the governing body.
8. To make recommendations to the finance committee and/or governing body when expenditure is deemed necessary.
9. To act as advisers/consultants to the governing body on Health and Safety matters.
10. To ensure that the school follows CYPF procedures in respect of permissions to work when carrying out work on premises.

## **Pupils, Parents and Community**

1. To oversee the development and maintenance of relationships with parents/carers, the community and other stakeholders and to ensure that these contribute to Community Cohesion.
2. To monitor parental/community involvement in the school and to make recommendations about the development of future links.
3. To monitor and review the Home School Agreement and related policies.
4. To monitor pupil attendance targets and strategies to improve attendance and engagement.
5. To engage with the School Council or other group representing children in the school.
6. To receive termly reports on Behaviour and Discipline including the number of Bullying and Racial incidents and the use and effectiveness of pupil exclusion.
7. To monitor the effectiveness of the school's complaints policy and procedures.
8. To ensure that the school meets legal requirements to publish information online.
9. To encourage the support and involvement of business and industry.
10. To approve and monitor plans for the development of Extended Services / Children's Centre activities.