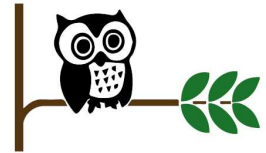


Oswald Road Primary School

Oswald Road, Chorlton-Cum-Hardy, Manchester M21 9PL
Telephone: 0161 881 4266/4319 Fax: 0161 881 4319
Email: admin@oswaldroad.manchester.sch.uk
Headteacher: D. Howard



Resources Committee

Terms of reference:

Finance

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish, maintain and review an up to date 3 year financial plan aligned to the School Development Plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of both the LA and SFVS
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To advise the Governing Body on Health and Safety issues.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To oversee Health and Safety arrangements for the use of school premises by outside users, subject to governing body policy
- To review recommendations from other committees regarding expenditure
- To raise building related Health & Safety issues with the Governing Body, as appropriate
- To ensure that the school has appropriate and effective Risk Management strategies in place.
- To ensure that an Asset Register is maintained and approve appropriate disposal of Asset items
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Staffing

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider any personnel related expenditure other than performance related pay e.g. expenses
- To consider any appeal against a decision on pay grading or pay awards
- To undertake activities as delegated by the Governing Body e.g. review and approval of policies.

Pay

- To consider any requests for performance related pay grading or pay awards
- To consider performance related pay increments as recommended by the Headteacher
- To consider the financial implication and where applicable make recommendations to the Governing Body
- To annually review the school's Pay Policy.

*The Headteacher Performance Management Committee could be formed from this committee, however its members should have received the appropriate training