

Beddington Infants' School Governing Body

Resources: Personnel, Finance and Premises Remit

Task	Timescale
Appoint Chair and Vice Chair annually/as required	Spring Term
Review and agree policies appropriate to personnel, premises and finance.	Termly
Report to the Governing Body by producing full minutes of all meetings.	Termly
Receive and consider recommendations to Resources Committee for funding projects from other committees.	Termly
Review Job Descriptions on a rolling programme.	Annually
Ensure the school has effective performance management system for staff.	Annually
Review the staffing structure and ensure that it is appropriate.	Annually
Monitor Continual Professional Development provided for Staff.	Termly
Ensure all health and safety guidelines are being followed.	Termly
Ensure all relevant Risk Assessments are completed and staff are aware of their duty of care.	Termly
Monitor the condition of the school buildings and site.	Termly
Evaluate the existing accommodation ensuring that it is adequate for the current and future needs of the school.	Termly
Ensure all statutory or regulatory legal requirements and recommendations are completed. (PAT Testing, water, Fire)	Termly
Monitor good practice and compliance in Health, Safety and Security.	Termly
Ensure the school staff has appropriate Healthy and Safety Training.	Termly
Ensure the school site considers sustainability and alternative power sources in line with good Eco Flag practice.	Termly
Receive the draft budget and consider it in light of school priorities	Annually
Monitor the expenditure of the budget and agree budget virements within delegated authority.	Termly
Monitor financial procedures and that they meet with current responsibilities.	Termly
Ensure responsible officer duties are carried out and recommendations considered and implement as appropriate.	Annually
Review grants and capital funding as appropriate.	Termly
Review the financial stability and viability of the school for the future.	Termly

Monitor = Evidence, Review, Evaluate, Challenge, - as appropriate