

RESOURCES COMMITTEE – ANNUAL WORK PLAN 2017/18 – SEPTEMBER 2017

	RESOURCES
SDP Priorities within Resources remit	<p style="text-align: center;">Teaching, Learning and Assessment</p> <ul style="list-style-type: none"> • To improve the quality and consistency of teaching in the school so that much teaching over time in most subjects is outstanding and never less than consistently good (TLA1) <p style="text-align: center;">Leadership and Management</p> <ul style="list-style-type: none"> • Leaders and managers develop and implement a high quality CPD programme (LM1). <ul style="list-style-type: none"> • Clearly defined succession planning (LM3). • Promote a reflective environment that celebrates good practice (LM5). <ul style="list-style-type: none"> • High standards of communication (LM6).
Key Targets for 2017/18	<p style="text-align: center;">Teaching, Learning and Assessment Key Targets for 2017/18</p> <ul style="list-style-type: none"> • To ensure rigor and support of new staff to achieve quality outcomes for children whilst reflecting school ethos (RRS). All new staff, regardless of experience, to have a school based mentor (TLA1). <p style="text-align: center;">Leadership and Management Key Targets for 2017/18</p> <ul style="list-style-type: none"> • To ensure the model of working alongside and peer observation meets the needs of all staff (LM1,5) • To broaden knowledge of senior leaders by maintaining up to date knowledge of current educational issues and developments in pedagogy, and disseminate this to all staff through high quality CPD (LM1). • To ensure that new leaders are supported in order to impact on their area of leadership including gaining accreditations linked to specific subjects such as <i>Healthy Schools Gold, Travel Plan Gold and Artsmark Gold (LM3,6)</i>. Shared with CFC Committee. <p style="text-align: center;">Personal Development, Behaviour and Welfare Key Target for 2017/8</p> <ul style="list-style-type: none"> • Maintain high standards in safeguarding • To ensure school processes continue to meet local and national requirements.

	Autumn Term	Spring Term	Summer Term
Standing items	<p>Review Progress on Key SIP Targets Budget monitoring – review progress against budget. Virements to be signed off. Receive Premises Officer’s report. Receive Accidents report. Receive a report on emergency evacuation procedures/fire drills. Receive a report on staff absences. Vacancies, recruitment/retention, other issues. Receive reports from Link governors. Overview of Single Central Record – Safeguarding Governor to sign off.</p>	<p>Review Progress on Key SIP Targets Budget monitoring – review progress against budget. Virements to be signed off. Receive Premises Officer’s report. Receive Accidents report. Receive a report on emergency evacuation procedures/fire drills. Receive a report on staff absences. Vacancies, recruitment/retention, other issues. Receive reports from Link governors. Overview of Single Central Record – Safeguarding Governor to sign off.</p>	<p>Review Progress on Key SIP Targets Budget monitoring – review progress against budget. Virements – to be signed off. Receive Premises Officer’s report. Receive Accidents report. Receive a report on emergency evacuation procedures/fire drills. Receive a report on staff absences. Vacancies, recruitment/retention, other issues. Receive reports from Link governors. Overview of Single Central Record – Safeguarding Governor to sign off..</p>
Termly Tasks	<p>Agree Annual Work Plan. Review Pay Committee terms of reference. Overview of Asset Register / Inventory - committee chair to sign off. Receive a report on appraisal/performance management. Receive School Fund audit report.</p>	<p>Review the staffing structure for next academic year. Review school insurance. Review budget outturn against original set budget. Review Asset Management Plan / Capital Works and agree forward programme. Review School Financial Value Standards (SFVS). Review Financial Delegation limits. Agree annual budget for recommendation to FGB.</p>	<p>Elect committee chair. Schedule meetings for next year. Set date for HT performance management in autumn term. Review benchmarking data. Review the impact of Pupil Premium for the previous financial year. Review the impact of Sports Funding. Staff survey.</p>

Sources of Evidence	Budget monitoring reports WBC Audit reports SFVS document Link Governor reports Premises management compliancy reports	Budget monitoring reports WBC Audit Reports SFVS document Link Governor reports Premises management compliancy reports	Budget Monitoring reports WBC Audit Reports SFVS document Link Governor reports Premises management compliancy reports
Statutory Policies	Capability of Staff (WBC Handbook) Staff Discipline, Code of Conduct and Grievance Pay Policy (WBC Handbook) Appraisal Policy (WBC Handbook) Health & Safety Policy Data Protection Statement of Procedures for dealing with allegations of abuse against staff (WBC Handbook /contained within Child Protection and Safeguarding Policy)	Governor's Allowances Policy	Emergency Plan Premises Management Documents Accessibility Plan Charging and Remissions Freedom of Information Publication Scheme
Non-stat Policies	LA Financial Procedures Business Continuity Plan School Journey Grant Whistleblowing (WBC Handbook)	Scheme of Delegation Outings Policy CCTV Policy	Lettings Policy Debt Recovery