

Resources Committee

Based on NGA guidelines downloaded November 2014. [Items in blue indicate additions to these guidelines.](#)

Last updated: 24th September 2015

Last reviewed: 7th October 2020

Membership

The governing body will:

- Review the ToR annually.
- Appoint no less than three governors as members. At least two of the governors appointed shall not be employed at the school.
- Appoint a clerk to the committee. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- Delegate to the committee members responsibility for electing a Chair. The Chair shall be elected for a period of one year at the beginning of each academic year.
- Appoint associate members, if required, following advice from the committee.
- Complete a skills matrix for all committee members and ensure that appropriate training is undertaken if gaps are identified.

Quorum

- At least three members of the committee must be present for the meeting to be quorate, which must include at least two governors not employed at the school.
- The Headteacher or a substitute nominated by the Headteacher shall be present.

Meetings

- The committee shall meet at least once a term, and may require additional meetings during the year.
- Dates are to be agreed at the first meeting of the academic year of the governing body.
- Before each meeting, an agenda shall be prepared by the Chair in discussion with the Headteacher for distribution by the clerk.
- The clerk will distribute all papers for meetings to all members at least seven days in advance.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- Any decisions taken must be determined by a majority of votes of committee members present and voting.
- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

Reminders

When we reconstituted in 2013, our goals were to:

- Increase focus on the delivery of core performance for the school, as reflected in the school development plan;
- Focus governance on strategic, rather than operational matters;
- Enhance effective support and challenge to the Head teacher and school leaders;
- Enable continuous improvement of the school.

Any individual or committee to whom a function of the governing body has been delegated or that has otherwise exercised a function of the governing body, must report to the governing body in respect of any action taken or decision made with respect to the exercise of that function.

Terms of Reference

1. General terms

- 1.1. To act on matters delegated by the full governing body.
- 1.2. To liaise and consult with other committees where necessary.
- 1.3. To contribute to the School Improvement Plan.
- 1.4. To consider safeguarding and equalities implications when undertaking all committee functions.

2. Financial policy and planning

- 2.1. To review, adopt and monitor a Finance Policy (MIFP) which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- 2.2. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- 2.3. To establish and maintain a three year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- 2.4. To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan.
- 2.5. To make decisions in respect of service level agreements.
- 2.6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- 2.7. To ensure that the school has processes in place to ensure best value for money.

3. Financial monitoring

- 3.1. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- 3.2. To receive at least termly budget monitoring reports from the headteacher.
- 3.3. To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- 3.4. To meet with other committees and provide them with the information they need to perform their duties.
- 3.5. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- 3.6. To review, complete and submit the School Financial Value Standard (SFVS).
- 3.7. To undertake any remedial action identified as part of the SFVS.
- 3.8. To receive and act upon any issues identified by a local authority audit.

4. Premises

- 4.1. To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- 4.2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- 4.3. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- 4.4. To arrange professional surveys and emergency work as necessary. (The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.)

- 4.5. To create a project committee where necessary to oversee any major developments.
- 4.6. To establish and keep under review an Accessibility Plan and a Building Development Plan.
- 4.7. To review, adopt and monitor a Health and Safety policy.
- 4.8. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- 4.9. To ensure that an appropriate lettings policy is in place and to monitor use of school premises by outside users.

5. Staffing

- 5.1. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- 5.2. To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- 5.3. To establish a Pay Policy for all categories of staff.
- 5.4. To be responsible for the administration and review of the Pay Policy.
- 5.5. To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- 5.6. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- 5.7. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- 5.8. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- 5.9. In consultation with staff, to oversee any process leading to staff reductions.
- 5.10. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- 5.11. To approve applications for early retirement, secondment, and leave of absence not covered by local agreements.
- 5.12.