

Resources Committee Terms of Reference

Membership

The Committee will consist of no fewer than three governors.

Quorum

The quorum for a meeting of the Committee shall be three governor members of the Committee.

Frequency of Meetings

The Committee will meet at least five times each academic year with at least one meeting per term.

Terms of Reference:

General terms

1. To act on matters delegated by the Full Governing Body.
2. To advise the Full Governing Body and to act on its behalf on any other matters of importance raised with the Committee.
3. To liaise and consult with other committees where necessary.
4. To consider safeguarding and equalities implications when undertaking all committee functions and have regard to relevant legislation and statutory guidance.

Finance

5. To have oversight of the Finance Manual, and to be responsible for the Financial Scheme of Delegation for spending and budgetary adjustments for the committee, head teacher and other nominated staff.
6. To review, adopt and monitor, or delegate to the head teacher if permitted and deemed appropriate, all financial policies as set out in the Governing Body's Scheme of Delegation.
7. To monitor, evaluate and approve the three year financial plan, taking into account the priorities of the School Development Plan, roll projection and signals from government regarding future years' funding, within the constraints of available information.
8. To recommend to the Full Governing Body for adoption, and monitor and evaluate, an annual school budget taking into account the priorities of the School Development Plan.
9. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.
10. To monitor and evaluate monthly management accounts at each meeting of the Committee.
11. To alert the Full Governing Body of potential financial problems or significant anomalies at an early date.
12. Subject to the Financial 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.
13. To be responsible for the Trustees Report to form part of the Statutory Accounts of the Governing Body and for filing in accordance with Companies Act requirements.
14. To monitor and evaluate investments and other banking arrangements.
15. To have oversight of the processes in place to benchmark against other schools and ensure value for money.

Staffing

16. To review, adopt and monitor, or delegate to the head teacher if permitted and deemed appropriate, all staffing policies as set out in the Governing Body's Scheme of Delegation.
17. To ensure that the school is staffed sufficiently, with an appropriate structure, for the fulfilment of the School Development Plan and the effective operation of the school.
18. To have oversight of processes in place to ensure staff development, workload and wellbeing are appropriately considered and addressed.
19. To have oversight of the operation of the school's Appraisal Policy (with the arrangements and operation of the school's appraisal procedures for the head teacher carried out by the Head Teacher Performance Management Committee).
20. To be responsible for applying the Pay Policy as appropriate, including reviewing the head teacher's salary annually.

21. In consultation with staff, to have oversight of any process leading to staff reductions.

Premises

22. To review, adopt and monitor, or delegate to the head teacher if permitted and deemed appropriate, all policies relating to premises and health and safety as set out in the Governing Body's Scheme of Delegation.
23. To have oversight of the maintenance and upkeep of the school's buildings and grounds and management of the relevant assets.
24. To monitor and evaluate the development of the school site, with regard to the priorities of the Strategic Plan and School Development Plan.
25. To have oversight of the school's Accessibility Plan.
26. To have oversight of the use of the school premises outside of school sessions, and to promote use of the premises by the local community.
27. To have oversight of the processes that ensure the safety of educational visits.
28. To have oversight of the school's compliance with Health and Safety legislation, regulations and guidance.
29. To have oversight of the school's compliance with Environmental legislation, regulations and guidance.

Risk Management

30. To be responsible for the effectiveness of the Governing Body's risk management arrangements and make any recommendations for changes to the Full Governing Body.
31. To be responsible for risk management for the relevant areas of the school's Risk Register.

Notes:

This document was drawn up with reference to: previous committee ToRs, NGA model ToRs, Academies Financial Handbook, Scheme of Delegation, DfE Governance Handbook, Ofsted framework.

Guidance on terminology used in this document:

- 'Oversight' – governors are aware of it; they have read the relevant documents (such as policies, procedures, reports) and they satisfy themselves by questioning staff that it is carried out appropriately (for example, that it aligns with the school's vision, ethos, and SDP; that impacts on different groups of students have been considered; that it is legally compliant etc.)
- 'Monitor and evaluate' – governors receive detailed reports including qualitative and/or quantitative data, and they assess performance against comparative data. They ask detailed questions of staff and routinely follow up to ensure improvement.
- 'Responsible' – governors actually do this work, or take ownership of the work if completed on governors' behalf by school staff.

NB: this terminology does not denote the importance of an item, but rather the practicalities of governors' involvement in it.

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