



Date	October 2025
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Terms of Reference for Resources Committee

1) Purpose

To provide a structure to the governing body and allow for tasks to be delegated as required. The committee enables monitoring of the areas listed below, allows for issues to be discussed in more depth, consider the evidence presented and have the power to make decisions. Minutes are documented and then sent to the full governing body meetings to be received and noted.

The membership and terms of reference of all committees must be reviewed on an annual basis by the full governing body.

The Resources Committee will act for the Governing Body in matters related to:

- Finance
- Salaries
- Personnel
- Premises and Health and Safety
- ICT

2) Key Focus

To support continual improvement, monitor resources used to support learning and improve standards. It is a statutory requirement that all delegation is reviewed annually.

3) Membership:

The governing body agrees the membership of the committee on an annual basis at its first full governing body meeting of the academic year and appoints the Resources Committee Chair. This is documented within the minutes of the Full Governing Body. If the Headteacher acts as a Governor too, they will be an automatic member. Alternatively, if the Headteacher is not a governor they have a right to attend all meetings of the Resources Committee. The School Finance Manager, if not a governor, will attend Resources meetings to report on Finance and Premises.

The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee. Other members of the governing body may attend meetings of the committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the governing body, shall have the right to vote on any resolution placed before the committee.

4) Name of Clerk:

The Full Governing Body must appoint a clerk at the beginning of the year. The clerk may be a governor but must not be the Headteacher or Chair of the Committee. The governing body can also appoint a trained paid clerk or volunteer. In the absence of the clerk the committee will appoint a governor to act for that meeting.

5) Quorum:

The quorum shall be one half of the members of the committee (rounded up) or three governors, whichever is the greater.

6) Meetings:

Meetings will be held regularly once each term, or more frequently if required. The Chair is responsible for the organisation of the meeting. One week's notice of the agenda (and any relevant papers) must be given by the Chair of the committee when convening a meeting. The clerk will be responsible for producing minutes which must include a summary of decisions taken and points for action, in line with the governing body procedures. The draft copy will be agreed with the chair of the committee, in consultation with the Headteacher and Chair of Governors, before being circulated to all members of the committee. These will then be available as a document for the next FGB. Where there is an equality of votes for and against a particular resolution, the chair of the committee will have the casting vote.

7) Function:

Decisions taken by the committee must be led by priorities identified within the school's development plans. The main function of the Resources Committee will be to advise and work with the Headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

a) Finance

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the school's improvement planning.
- To review the allocation of any targeted funding, such as Pupil Premium, and PE and Sports Premium, and its impact to improve learning, and ensure this is reported annually on the school website.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to governing body.
- To annually complete the School Financial Value Statement, for the Chair of Governors to sign and submit to the local authority.
- As part of the delegation for the day-to-day financial management of the school the Headteacher will have delegated powers to authorise expenditure not in excess of £5,000 and authorise virement of an amount of money not in excess of £500.
- The Resources Committee will have delegated powers to authorise expenditure not in excess of £10,000 of the budget and authorise virement of an amount of money not in excess of £1000.
- All virements of funds must be reported to the full governing body.
- To ensure that the school operates within the financial regulations of the Local Authority.
- To ensure accounts are finalised at year end.
- To compare the school's spending to other similar schools using benchmarking information.
- To annually review Charges and Remissions, Lettings, and Governor Expenses policies.
- To make decisions in respect of service agreements.
- To oversee the long-term financial planning and premises maintenance within the school in the context of the schools' development plans and the policies and objectives of the school.
- To approve the writing off or irrecoverable debts up to £250 the disposal of surplus and damaged equipment. (The HT has approval to do this on a day-to-day basis and will report to the committee).
- To monitor governor expenses annually.
- To review other policies delegated to the Resources Committee in the policy planner.
- To approve contracts in accordance with the limits of the contract regulations.
- To establish and review ordering and payment.
- To ensure effective internal financial control
- To forecast rolls and expended income.
- To administer voluntary funds.
- To receive and where appropriate respond to reports from the LA Auditors.
- To draft and recommend for adoption by the FGB, a Pay Policy for the school which is consistent with statutory requirements, national and local guidance, and agreements made between the LA, the governing body, staff and their unions/professional associations.

b) Salaries

- To convene a panel of three governors (excluding the Headteacher and Chair of Governors) to hear salary recommendations. See separate Terms of Reference for Salary Committee

c) Personnel

- To review the staffing structure in consultation with the Headteacher so it is effective in delivering the priorities in the school's development plans and improving the learning of all pupils.
- To oversee the administration of the Pay Policy and Performance Management Policy for all categories of staff.
- To oversee the appointment procedure and safer recruitment for all staff.
- To review all personnel policies delegated from the FGB.
- 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 monitor staff development each year to ensure that effective training is taking place to ensure a well-skilled staff.

d) Premises and Health & Safety

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the SDP.
- To ensure arrangements are in place for repairs and maintenance.
- In consultation with the Headteacher, to oversee premises related funding bids.
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies.
- To review that building development supports the school's priorities as detailed in the school's development plans.
- To establish and keep under review an accessibility plan.
- To ensure all statutory information relating to resources are published on the school website.
- To receive regular reports on accident statistics or incidents relating to Health and Safety.
- To consider safeguarding in all matters undertaken by this committee.
- To review the level of maintenance service that the school will buy from service providers.
- To ensure appropriate buildings insurance.

e) ICT

- To review e-safety across the whole school
- Review e-safety incidents.
- Ensure compliance with applicable e-safety legislation.
- Reviewing and updating e-safety and data protection policies and procedures as required.
- Ensure that the school website is compliant with DfE & Ofsted requirements and accurate and up to date.

8) Declaration of Interests:

Where there is a conflict of interests of any governor and that of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter. Members of the committee who also teach at the school need not withdraw from meetings when their interest in the matter is not greater than the interest of the generality of teachers at the school.

9) Training Requirements:

The committee should be made up of skilled governors who are able to fulfil their role and responsibilities. At the first Resources meeting of each year, governors will review their training needs to reflect the requirements of the committee.

10) Agenda Planner:

Refer to the overall Model Resources Agendas for detail on what will be covered in each of the meetings.