

GREAT ABINGTON PRIMARY SCHOOL

Resources Committee

The purpose of this document is to state how the Governing Body allocates its responsibilities for Finance, Personnel and Property to the Resources Committee and to the Headteacher.

1 Membership

- 1.1** The Committee shall consist of no fewer than **four governors** and the Headteacher (or his/ her representative). Its membership shall be decided annually.
- 1.2** The Committee shall have such co-opted and non-voting members as the Governing Body shall appoint. The Committee shall make recommendations for these appointments, which shall include such staff as the Headteacher shall determine in consultation with their colleagues.
- 1.3** Other members of the Governing Body may attend meetings of the Committee as non-voting members.
- 1.4** A Clerk (a member of the committee) will be appointed by the Chair for each meeting on a rotation basis. This must not be the Headteacher.

2 Quorum

The quorum shall be **three governors** plus the Headteacher or his/her representative must be one.

3 Meetings

The Resources Committee shall meet termly, or more frequently as may from time to time be required.

4 Chair

- 4.1** The Chair of the Committee shall be elected annually at the first meeting of the autumn term.
- 4.2** If the chair is absent from a meeting a governor may be elected to take the chair.
- 4.3** No Governor may normally serve for more than three consecutive years as Chair of the Committee.

5 Partnership with the Headteacher

- 5.1** In carrying out its functions the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

- 5.2** The Headteacher is entitled (but not obliged) to attend all committee meetings and is entitled to vote (unless not a governor). Where the Headteacher does not attend a committee meeting his/her representative must attend and will have the same voting rights.

6 Standing Orders

- 6.1** Members of the Committee are entitled to notice of a meeting and to receive an agenda, to be provided by the chair.
- 6.2** All meetings will be minuted and circulated to Committee members as soon as possible after the meeting by the clerk.
- 6.3** Where there is an equality of votes the Chair shall have a second and casting vote.
- 6.4** Minutes of meetings of the Resources Committee shall be circulated with the agenda of the next full Governing Body meeting.

7 Terms of Reference

The Resources Committee has delegated powers from the Governing Body to:

- 7.1** provide guidance and assistance to the Headteacher and to the Governing body on any matters relating to the latter's **financial responsibilities**.
- 7.2** prepare a **draft Annual Budget** for discussion, amendment if necessary, and approval by the Governing Body.
- 7.3** set a **charging and remissions policy**.
- 7.4** oversee **longer term financial planning** and resourcing in the context of the School Improvement Plan, and of the **policies and objectives of the school**, and to advise the Governing Body as appropriate.
- 7.5** consider the need for current **expenditure and the priorities for improvements/developments as set out in the School Development Plan**, and to prepare and recommend an annual budget to the Governing Body, for approval and submission to the LA by the appropriate date.
- 7.6** **monitor spending against the Annual Budget**, during and after the close of the financial year, on a regular basis, and to report on the position to the Governing Body.
- 7.7** **meet with the LA appointed Financial Adviser** from time to time to discuss and take advice about the Budget.
- 7.9** consider recommendations regarding **staffing levels, staff pay and conditions** and their implications for the school budget.
- 7.10** review **financial policies** in relation to income.
- 7.11** consider **audited accounts** for official and non-public funds, and to report on the matter to the Governing Body.
- 7.12** review the **costs and funding of the Annexe** and to make recommendations for the level and structure of charges for its use.
- 7.13** receive termly monitoring reports on the school's performance in relation to SFVS (**School's Financial Value Statement**).

- 7.14** draft and recommend for adoption a **pay and conditions policy** for the school (which is to be consistent with statutory requirements national and local, guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations).
- 7.15** implement this policy in a fair and equal manner in accordance with **staff contracts** of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the Resources Committee.
- 7.16** draft and recommend for adoption a **strategic staffing plan** and recommend to the Resources Committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET development.
- 7.17** establish and regularly **review HR policies and procedures** and ensure familiarisation with DfE guidance, in particular in relation to the following:
- Employment Policy
 - Staff Recruitment and Selection
 - Induction
 - Redundancy
 - Disciplinary Procedures Conduct and Capability
 - Disciplinary Rules
 - Staff Code of Conduct
 - Bullying and Harassment
 - Grievance Procedure
 - Whole School Pay Policy
 - Health, Safety and Well Being
 - Performance Management
 - Personal Information
 - Equality and Diversity
 - Sickness Absence
 - Special Leave of Absence
 - Whistleblowing
 - Physical Intervention
- 7.18** report to the governing body on all staff matters that relate to conditions of service.
- 7.19** advise the governing body on all current personnel developments that may affect the school's pay policy or budget.
- 7.20** determine and monitor the **appointments procedure** on behalf of the governing body.
- 7.21** monitoring of staff **training strategy** set by the Headteacher considering the financial implications.
- 7.22** delegate to the Headteacher all matters relating to the day-to-day selection, management and supervision (and dismissal) of the staff employed at the school.
- 7.23** ensure that governors on the resources committee and other committees that have personnel responsibilities are aware of and understand those responsibilities.
- 7.24** ensure that all staff have an effective **induction programme** and compliance with the induction requirements for Early Careers Teachers (ECT).
- 7.25** comply with the **performance management regulations** for teachers.
- 7.26** ensure compliance with **“Safeguarding Children and Safer Recruitment in**

Education; DfES Circular January 2007”.

- 7.27 form a **salary appeals committee** when required.
- 7.28 provide support and guidance for the Headteacher on all matters relating to the **school premises and grounds**, including the Annex, security, and health and safety.
- 7.29 **inspect the premises and grounds** and prepare a statement of **priorities for maintenance and development** for the approval of the governing body annually.
- 7.30 **approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.**
- 7.31 **oversee the preparation and implementation of contracts.**
- 7.32 ensure that the school complies with current **Health and Safety Regulations.**
- 7.33 ensure that governors’ responsibilities are discharged regarding litter under the **Environmental Protection Act 1990.**
- 7.34 review the **policy for lettings** periodically
- 7.35 ensure any necessary liaison with the **School’s Property Manager.**

In addition the Committee will:

- 7.36 consider, as appropriate, and make recommendations on other related matters not specifically delegated by the Governing Body.
- 7.37 contribute to Governing Body and school self review with particular reference to **Ofsted Self Evaluation Forms (SEF).**
- 7.38 plan, monitor and evaluate appropriate sections of the **School Improvement Plan.**

8 Financial Responsibilities of the Headteacher

- 8.1 The Headteacher is responsible for the **day-to-day management of the school's financial affairs**, subject to any restrictions set out elsewhere in these Terms of Reference, and Financial Regulations.
- 8.2 The Headteacher is responsible for obtaining **monthly monitoring** information against the Annual Budget, and for reporting this information to the Resources Committee. The Headteacher may delegate this obligation to the Finance Officer.
- 8.3 The Headteacher is responsible to the Resources Committee for ensuring that sound systems of internal control are in place, incorporating appropriate segregation of duties, and delegation of some matters to other members of staff and for ensuring that the County Council's Financial Regulations and Standing Orders relating to contracts, and the Financial Control Standards are all observed.

9 Review of Terms of Reference

The terms of reference of the Resources Committee shall be reviewed annually at its first meeting in each academic year by the Committee, with any recommendations sent to the next Governing Body meeting for ratification.

Declaration of interest(s)

Before discussing or voting on a subject, a member of the Resources Committee must declare a pecuniary interest and withdraw. Members of the Resources Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is no greater than the interest of the generality of teachers at the school. (Ref. The School Government (Procedures) Regulations (2003) Regulation 14 and Schedule).

These terms of reference were reviewed on 8 October 2024