



# Resources Committee Terms of Reference 2025/26

The Resources Committee has responsibility for:

- Finance;
- Premises;
- Health and Safety;
- Personnel;
- Pay;
- Headteacher appraisal.

**Meeting Frequencies:** The Resources Committee will meet at least once every term.

**Constitution:** The Resources Committee will be made up of the Headteacher and four (4) governors. The Committee will be able to invite appropriate non-governor representation.

**Quorum:** The quorum for the Resources Committee meeting is a minimum of three governors.

## FINANCE

- review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
- maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
- present an annual budget to the full governing body for approval
- monitor actual income and expenditure at least once a term against the approved budget
- benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
- ensure that sufficient funds are allocated for staff pay increments
- report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
- review and approve any adjustments to the school's approved budget
- approve expenditure and virements of sums over [INSERT] – sums below this amount are delegated to the headteacher
- approve the writing off of irrecoverable debts up to £500 and the disposal of surplus and damaged equipment.
- undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
- ensure local authority financial procedures are complied with
- receive and act upon any issues identified by a local authority audit
- ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
- assess the school's insurance cover to ensure that it provides adequate protection against risks
- agree relevant policies delegated by FGB



## **STAFFING/PERSONNEL**

- review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
- consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
- review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
- oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
- review pay decision data to ensure that pay increments are awarded fairly
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
- agree relevant policies delegated by FGB

## **HEALTH AND SAFETY AND PREMISES**

- ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
- ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
- monitor the completion of actions and recommendations arising from risk assessments
- review the school's accessibility plan
- receive an annual health and safety audit report and monitor any arising actions
- receive a regular report on accident statistics, near misses, incidents of violence or aggression
- ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
- ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
- monitor the health and safety training that staff and governors undertake
- review, adopt and monitor all policies delegated by the board

### **Delegated Policies to Include:**

- Staff appraisal
- Capability
- Staff pay
- Staff behaviour and grievance
- Whistleblowing
- Charging and Remissions
- Governors allowances / expenses
- Health and Safety
- Premises Management Documents
- Fixed Asset Management

**Agreed at Resources Committee meeting on 15.10.25**

**To be reviewed October 2026**