

Governing Board Terms of Reference – Resources Committee

1. Purpose

The Governing Board establishes the Resources Committee to provide strategic oversight and scrutiny of the school's resources, including finance, staffing and premises.

The committee's purpose is to:

- Ensure that the school's resources are managed effectively, efficiently and sustainably.
- Support the Governing Board in fulfilling its statutory responsibilities relating to finance, staffing and premises.
- Monitor the alignment of resources with the School Development Plan and the school's strategic priorities.
- Provide assurance to the Governing Board on financial management, workforce planning, premises compliance and risk management.
- Make recommendations to the Governing Board on matters within its remit.

2. Delegated Authority

The Governing Board delegates authority to the Resources Committee to:

- Monitor the school's financial position and budget performance.
- Review and recommend the annual budget and medium-term financial plans.
- Monitor staffing structures, workforce planning and staffing expenditure.
- Oversee the management and maintenance of the school's buildings, grounds and assets.
- Monitor compliance with relevant health and safety, employment and financial requirements.
- Review resource-related policies and recommend amendments to the Governing Board.
- Consider and approve matters delegated to it through the Scheme of Delegation.

The committee shall act within the authority delegated by the Governing Board and shall not exercise functions specifically reserved to the Governing Board.

3. Membership

3.1 Composition

The committee shall consist of a minimum of three governors selected annually by the Governing Board.

Membership should reflect an appropriate balance of knowledge, skills and experience in areas including:

- Financial management
- Human resources and employment matters
- Estates and facilities management

- Risk management
- Strategic leadership

The Governing Board may appoint associate or co-opted members where specific expertise would support the work of the committee, provided that governors remain in the majority.

The Headteacher and School Business Manager (or equivalent) shall normally attend meetings in an advisory capacity.

3.2 Chair

The committee shall elect a Chair annually from among its governor members.

Employees of the school may not serve as Chair.

3.3 Clerk

The Governance Professional shall support the committee and will:

- Prepare agendas in consultation with the Chair.
- Circulate papers and reports.
- Attend meetings and record minutes.
- Maintain records of decisions and actions.
- Provide procedural advice and governance support.

4. Term of Office

Committee members shall be appointed annually by the Governing Board.

A member shall cease to hold office if they:

- Resign from the committee;
- Cease to be a governor;
- Become disqualified from governance responsibilities; or
- Are removed by resolution of the Governing Board.

5. Meetings and Quorum

The committee shall meet at least once each school term and more frequently where required.

Additional meetings may be called by:

- The Chair of the Committee; or
- Any two committee members.

Meeting dates shall normally be agreed annually.

Committee papers should be circulated at least five working days prior to each meeting wherever practicable.

Quorum

The quorum shall be three governors or one half of the appointed membership, rounded up to the nearest whole number, whichever is greater.

No business shall be conducted unless the meeting is quorate.

6. Responsibilities

Financial Management and Oversight

The committee shall:

- Review and scrutinise the annual budget before recommending approval to the Governing Board.
- Monitor income and expenditure against approved budgets.
- Review budget monitoring reports and management accounts.
- Monitor financial forecasting and longer-term financial sustainability.
- Review the use of reserves and significant financial commitments.
- Monitor procurement arrangements and contract management.
- Review value for money and financial efficiency.
- Receive and monitor audit findings and recommendations.
- Monitor compliance with financial regulations and the Scheme of Financial Delegation.

Staffing and Workforce Planning

The committee shall:

- Monitor staffing structures and workforce planning arrangements.
- Consider the financial implications of staffing decisions.
- Receive reports on staffing establishment, recruitment, retention and absence trends.
- Monitor staff wellbeing initiatives and workforce-related risks.
- Oversee compliance with employment legislation, safer recruitment requirements and human resources policies.
- Recommend staffing policies to the Governing Board for approval.
- Monitor equality and diversity matters relating to staffing where appropriate.

The committee will not undertake individual staffing casework, grievances, disciplinary matters or appeals, which shall be dealt with through the appropriate governing board panels.

Premises, Health and Safety

The committee shall:

- Monitor the condition, maintenance and development of the school estate.
- Oversee the implementation of asset management and maintenance plans.

- Monitor capital projects and significant premises-related expenditure.
- Review compliance with statutory premises requirements.
- Monitor health and safety arrangements and receive reports on incidents, inspections and audits.
- Ensure appropriate arrangements are in place for fire safety, site security and emergency planning.
- Monitor accessibility and suitability of the learning environment.

Risk Management

The committee shall:

- Monitor risks relating to finance, staffing and premises.
- Review the relevant sections of the school's risk register.
- Seek assurance that effective controls and mitigation measures are in place.
- Escalate significant concerns to the Governing Board where necessary.

7. Decision-Making and Voting

Only appointed committee members may vote.

Each member shall have one vote.

Decisions shall be determined by a majority vote of members present.

In the event of an equality of votes, the Chair shall have a casting vote.

Associate members and advisers may contribute to discussions but shall not vote unless specifically authorised by the Governing Board.

8. Policies Within the Committee's Remit

The committee shall review and recommend for approval, as appropriate:

- Finance Policy
- Charging and Remissions Policy
- Lettings Policy
- Health and Safety Policy
- Supporting Attendance Policy
- Staff Wellbeing Policy
- Flexible Working Policy
- Staff Code of Conduct
- Recruitment and Selection Policy
- Premises Management Policy

- Asset Management Policy
- Any other policy delegated by the Governing Board

9. Reporting to the Governing Board

The Chair of the Resources Committee shall provide a report to the Governing Board following each meeting.

Reports shall include:

- Key financial information and budget monitoring.
- Significant staffing matters and workforce risks.
- Premises and health and safety updates.
- Compliance and assurance matters.
- Recommendations requiring Governing Board approval.
- Emerging risks and proposed mitigation measures.

Minutes of the committee shall be presented to the Governing Board, subject to confidentiality requirements.

10. Authority

The committee is authorised by the Governing Board to:

- Investigate any matter within its remit.
- Request information from school leaders, employees or governors.
- Access records and documentation necessary to fulfil its responsibilities.
- Commission professional advice where necessary.
- Seek legal, financial, HR, property or other independent professional advice within approved budgets.
- Establish working groups or task-and-finish groups where appropriate.

11. Confidentiality and Conflicts of Interest

Committee members shall:

- Maintain confidentiality regarding sensitive financial, staffing and commercial information.
- Comply with the Governing Board's Code of Conduct.
- Declare any actual, potential or perceived conflicts of interest.
- Withdraw from discussions and decisions where a conflict exists.

12. Review of Terms of Reference

These Terms of Reference shall be reviewed annually by the Governing Board and updated as necessary to reflect changes in legislation, guidance and governance best practice.

Committee: Resources Committee

Approved by: Governing Board

Date Approved: September 2026

Chair of Governing Board: Luke Parry

Chair of Resources Committee: Simon Henry

Review Frequency: Annual

Next Review Date: September 2027