



## **Terms of Reference - Resources Committee**

*Membership: minimum three governors*

*Quorum: three*

1. The committee will consist of at least three members of the Governing Body. In addition, the Chair of Governors and the Headteacher will be ex officio members of the committee.
2. The Resources Committee is required by the regulations to be clerked by the School Business Manager.
3. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.
4. The committee may, if they so wish, propose suitable persons from the Governing Body to be co-opted to the Committee and non-voting members to provide additional expertise.
5. The committee shall not be quorate unless three members of the committee are present.
6. All Governor members of the Committee shall be entitled to vote. The Chair does not have a casting vote. Non-Governors, either co-opted or visiting are not entitled to vote.
7. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposals or alternatives to debate and decide upon.
8. Minutes will be circulated to all members of the committee as soon as possible after the meeting, and to all governors with the agenda of the next Full Governing Body meeting.
9. The committee will meet in advance of each Full Governing Body meeting and at other times as they see fit.
10. The committee will consider matters as set out in its terms of reference or as requested by the Governing Body, taking advice as appropriate.
11. The committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
12. The membership of the committee will be determined at the first meeting of the Governing Body in the autumn term. The terms of reference of the committee will be reviewed at least annually.
13. Progress on the delivery of specific objectives will be reported to governors termly as follows:
  - those related to staff will be addressed by the Resources Committee
  - those related to pupils and parents will be addressed by the Safeguarding / Teaching and Learning Committee, Admissions as appropriate

14. The normal procedures and regulations of the Governing Body also apply to the committee.
15. Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.
16. On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties:
  - To draft and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
  - To form Pay Committee and carry out the duties specified in the Pay Policy.
  - To draft and review all policies named within the Resource Committee Schedule of Tasks.
  - Determine salary levels for individual posts in accordance with the Pay Policy.
  - To review the performance management policy and monitor its implementation.
  - To liaise with the Headteacher to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
  - To review the staffing structure as necessary and at least annually in relation to School Improvement Plan.
  - To recommend to the Governing Body staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
  - To undertake any formal consultations on personnel matters.
  - To review and recommend for adoption by the Governing Body policies for dealing with staff discipline and grievances and ensure that the staff are informed of them.
  - Should the need arise, to draft and review, in consultation with staff, criteria for redundancy, for approval of the Governing Body.
  - To take advice from LA personnel team and Diocese as necessary.
  - To prepare and review financial policy statements including long term financial plans, and to provide guidance and assistance to the Headteacher and Governing Body on financial matters.
  - In consultation with the Headteacher to consider the school's income and to draft the first formal budget in the financial year for the governing body to consider.
  - To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.

- To monitor expenditure of all voluntary funds held by the school.
- To authorise the signing of monitoring reports to the LA.
- To act in accordance with the school's Schedule of Delegation.
- To advise the Governing Body on such matters as the budget needed to run the school in accordance with statutory requirements and the school improvement plan ensuring that the Governing Body's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's Financial Regulations prioritising on major items of expenditure the purchasing of goods and services in the context of Best Value generating additional income.
- The committee will ensure GDPR compliance in all aspects of its work and the areas of oversight within its Terms of Reference and will monitor the school's GDPR compliance in all aspects of data protection in accordance with legislation; draft and review both the Data Protection and Freedom of Information Policy; and produce an annual GDPR audit report for presentation to the Full Governing Body.
- The committee will regularly review progress against those areas of the School Development Plan which correspond with its areas of delegated responsibility.
- To ensure compliance with the Model Protocols for Maintained & Academy Schools document (September 2023) and in particular sections:

Section 2: DIOCESAN PROTOCOLS on CONVERSION TO BECOMING AN ACADEMY

Section 3: DIOCESAN PROTOCOLS on STAFFING and RECRUITMENT

Section 5: DIOCESAN PROTOCOLS on RELATIONSHIP WITH TRADE UNIONS

Section 10: DIOCESAN PROTOCOLS on ACCOUNTING

Section 11: DIOCESAN PROTOCOLS on CAPITAL ASSET MANAGEMENT

Section 18: DIOCESAN PROTOCOLS on USE OF SCHOOL PREMISES

Section 20: DIOCESAN PROTOCOLS on COMPLAINTS

Section 21: DIOCESAN PROTOCOLS on PUBLIC AFFAIRS and THE MEDIA

Section 22: DIOCESAN PROTOCOLS on CRISIS MANAGEMENT

Presented to full Governing Body on 10<sup>th</sup> October 2023