

# Resources Committee Terms of Reference and Standing Orders

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## 1. Membership

The committee will be at least 4 governors; they are currently Denise Caswell, Andrew Beaney, Barbara Shaw and Graham Crossley. Associate governors may be non-voting members. The head (or acting head) is entitled to attend and vote at all meetings. Sarah Mann (headteacher) attends meetings of the Resources Committee.

## 2. Quorum

A quorum is 3 governors

## 3. Meetings

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee, but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings. Associate Members cannot vote on any decision concerning admissions, pupil discipline, election or appointment of governors, budget and financial commitments of the governing body

## 4. Chairmanship

The Chair shall be appointed annually by the committee. If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

## 5. Partnership with the headteacher

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.

The headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a governor).

## 6. Minutes

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting. The clerk to the committee will be appointed by the committee. Minutes must be signed by the chair after approval at the next meeting.

## 7. Terms of Reference

The Key Roles of the committee are

**Critical friend** - using a balance of support and challenge to improve or maintain high levels of effectiveness.

**Strategic role** - take important decisions about aims, priorities, policies, deployment of resources.

**Accountability** - ask for, receive and respond to monitoring information to show that decisions have been implemented and that they are working;

There will also be reporting to parents and other stakeholders.

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## **Purpose of the Committee**

The resources committee is concerned with finance, premises, staffing, personnel, health & safety and safeguarding.

To review and agree the school's proposals for the budget and recommend it to the full governing body, review the school fund account and review and keep track of expenditure.

To be concerned with the use of premises, grounds and extended school facilities. Its terms of reference include making recommendation on accommodation, caretaking, cleaning, decorating and maintenance. It monitors efficient use of utilities such as water, electricity or gas and maintains an overview of costs and lettings policy of premises.

To be concerned with health and safety and review the monitoring visits by the local authority and recommend feedback and action. The head teacher is the safeguarding officer and a nominated governor (in 2024-25 this is Andrew Beaney) will be the safeguarding representative of the governing board.

To have responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and performance management, contributing to the appraisal of the head teacher, reviewing staff training programmes and reviewing and agreeing pay.

## **Delegated Powers**

The Committee has delegated powers to carry out the following specific tasks:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3-year financial plan
- To consider a budget position statement including virement decisions at least termly (i.e. 3 times a year) and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To make decisions on expenditure following recommendations from other committees
- To ensure, that Health and Safety issues are appropriately prioritised
- To decide on recommendations relating to the pay of all members of staff.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make decisions on premises-related expenditure up to the level approved in policy.
- 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 policy

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- To establish and keep under review an Accessibility plan and advise the Governing Body on priorities of safeguarding
- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To establish and review a Performance Management policy for all staff
- To oversee the Safer Recruitment Policy for the appointment of staff
- 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 in accordance with the Oxfordshire County Council Health and Safety policies.
- To refer any appeal against a decision on pay grading or pay awards to the full governing body.
- To make a decision in the event of a query or dispute over letting of the school hall, in line with the terms of the lettings policy (*If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, she will consult with the Chair of the Resources Committee who has delegated authority to determine the issue on behalf of the Governing Body.*)

### **In addition the Committee will:**

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to the school's cycle of self-evaluation. by planning, monitoring and evaluating appropriate sections of the School Development Plan and Self Evaluation.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.
- Review policies relevant to this committee, according to the cycle for policy review.

The full governing body agreed these terms of reference on 14<sup>th</sup> October 2025. They were presented and agreed at the Full Governing Body meeting on 12<sup>th</sup> January 2026.



Barbara Shaw – Chair of Governors