Resources Committee

Terms of Reference 2026-27

These Terms of Reference will be reviewed annually at the first meeting of the Autumn Term.

Constitution

The committee will comprise at least six governors plus, where appropriate, associate members to provide specific expertise and/or skills. It will report directly to the Hampton Primary Partnership Governing Body. The committee may delegate duties as appropriate to a smaller sub-committee or individual governors. The committee will be led by a Chair and Vice Chair.

Quorum

The quorum for meetings will be two thirds (to the nearest whole) of the total Committee membership in office. The meeting will not take place unless the Executive Headteacher (or her representative) is present, unless agreed by the Executive Headteacher and the Committee Chair.

Meetings

The Committee will meet once a term, in advance of the main Governing Body meeting, with additional meetings as required.

Voting

Every question to be decided at a committee meeting must be determined by a majority of votes of those governors and associate members present and voting. If there is an equal number of votes for and against, provided that he or she is a governor, the Chair (or the person acting as Chair) has a casting vote. The meeting must be quorate for a vote to take place.

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Responsibilities of all committees

- To receive reports from members of staff about matters relating to any of the issues listed in their terms of reference
- To contribute to, monitor and evaluate relevant parts of the SEFs, the School Development Plans and policies allocated to the committee – and to report or make recommendations to the Governing Body as appropriate
- To ensure all relevant policies (both statutory and non) are effective, up to date (in line with current legislation or guidance) and available either online or by request
- To consider recommendations from relevant external reviews, eg Ofsted, SIP reports etc, to agree the actions needed to address any issues identified and to regularly monitor and evaluate the implementation of any plans, plus reporting or making recommendations to the Governing Body as appropriate
- To consider the views of all stakeholders (pupils, parents, staff and the wider community) when making strategic decisions that will impact on them
- To consider the impact on equality when making recommendations and when reviewing/drafting policies.
- To take appropriate action on any other relevant matter referred by the Governing Body
- To review policies in line with the policy schedule.

Resources Committee

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Responsibilities of this Committee are to monitor, evaluate and make recommendations for improvement to relevant sections of the School Development Plans and SEFs, plus:

FINANCE

1. To provide guidance and assistance to the Executive Headteacher and to the Governing Body in matters relating to budgeting and finance within the Local Management of Schools framework, the Local Authority's financial regulations and any central Government legislation.

2. To work with the Executive Headteacher and other committees to consider each year's annual School Development Plans, identify the priorities and recommend a three-year budget as well as annual budgets to the Governing Body for approval, with particular regard for curriculum development, best value and added value. In particular to prepare the draft budgets by 31 March (to be issued to all governors for review via email) and the final budgets to be approved by the Governing Body by 30 June in each year. Ratification from the Governing Body can be sought and obtained via email if appropriate to do so.

3. To undertake a best value investigation on at least two budget headings prior to setting the budget.

4. To receive regular (termly) reports from the Executive Headteacher and the School Business Manager on the Schools' income and expenditure, showing a comparison of these against the budget estimates and approve necessary virements within the agreed amount.

5. To ensure that the Governing Body receives a financial summary via the Committee meeting minutes at each Governing Body meeting and to advise the Governing Body that a full report is available from the School Business Manager if required.

6. To ensure that the annual audit of the unofficial funds is carried out and the outcome is reported to the Governing Body, together with any necessary action plan.

7. To recommend to the Governing Body a charging policy in accordance with legislation and guidance provided by the Local Authority.

8. To ensure adequate insurance arrangements are in place.

9. To authorise all write-offs and disposal of surplus stock and equipment, in accordance with the Local Authority's financial regulations, with an indemnity value in excess of £200 and ensure that such decisions are included in the annual inventory check report to the Governing Body. To receive notification of the write-offs with an indemnity value of less than £200 disposed of under the authority of the Executive Headteacher.

10. To consider outcomes to the annual Financial Benchmarking Exercise and on the findings make recommendations and investigations where necessary.

11. To achieve and maintain such Financial Management Standards as may be prescribed by law from time to time.

12. To prepare and regularly review Terms of Delegated Authority to Incur Expenditure to be agreed by the Governing Body. (Current Terms of Delegated Authority, approved by the Governing Body, are shown below in section B).

SECTION B: THE TERMS OF DELEGATED AUTHORITY TO INCUR EXPENDITURE

1. The Executive Headteacher and the School Business Manager are authorised to incur expenditure against the approved budget, subject to:

    a. Local Authority financial regulations

    b. An up-to-date report of expenditure against income being submitted to the Governing Body at least once a term

2. The Executive Headteacher and the School Business Manager have the authority to vire (i.e. transfer) funds from one budget heading where funds are available to another where there is likely to be a shortfall up to the following amounts:

    a. £250 on the School Business Manager's own authority

    b. £1000 on the Executive Headteacher's own authority

    c. £2500 on the authority of the Chair of the Resources Committee

    d. £4000 on the authority of the Chair of Resources Committee and the Chair / co-Chair of Governors

3. These are cumulative totals and must be reported to the next meeting of the Governing Body, which would, if it saw appropriate, clear the cumulative totals and allow further virements to take place.

PREMISES & FACILITIES

1. To ensure the Schools provide a safe, healthy and sustainable environment for pupils, staff and visitors.

2. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the Schools' premises.

3. To ensure that the Local Authority's Health and Safety Policy is complemented by the HPP Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents.

4. To ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing Health and Safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the Schools.

5. To ensure there is adequate provision in staffing, facilities and resources to allow the Schools to meet both its legal and moral obligations with respect to health, safety and welfare.

6. To oversee arrangements for repairs and maintenance.

7. In consultation with the Executive Headteacher, to oversee premises related funding bids.

8. To oversee arrangements, including Health and Safety, for the use of Schools' premises by outside users or for extended services, subject to Governing Body and Local Authority policy.

9. To establish and keep under review a Building Development Plan and Emergency Response Plan.

10. To establish and keep under review an Accessibility Plan.

11. To ensure the school sites and buildings are maintained in a condition which is conducive to supporting high quality teaching and learning.

12. To ensure the security of Schools' premises.

13. To ensure that the Schools and their communities are made aware of their responsibilities to the environment and to take all steps, including the tracking of energy and utilities bills, to monitor the impact on sustainability of the condition of the School sites and buildings and of the activities undertaken by the School communities.

STAFFING DEVELOPMENT

1. Keep under review personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts and teachers' salary assessments), performance management and staff development and to keep the Governing Body informed when any changes or reviews are made.

2. Approve the staffing complement and staffing structure (both teaching and support staff) in consultation with the Executive Headteacher.

3. Ensure that the schools have appointed a special educational needs coordinator who meets the requirements of the SEND Code of Practice (2014).

4. Recruit and appoint all teaching and support staff as necessary, delegating all or part of the process to the Executive Headteacher as appropriate, ensuring that at all times procedures satisfy statutory requirements. The exception is the appointment of the Executive Headteacher and Heads of School posts which require the setting up of a selection panel (of three named governors).

5. Ensure the schools comply with the General Equality Duty in relation to staff and undertake Pay Equalities Monitoring on an annual basis.

6. Ensure governors receive statutory and appropriate training in selection and recruitment.

7. Develop and monitor a succession plan as required.

8. Determine any matters referred to the Committee regarding personnel matters in accordance with the procedures adopted by the Governing Body.

9. Hear representations from, and if appropriate, to terminate the employment (or not renew the contract) of any person employed to work at the schools.

10. Determine any application for early retirement and the level of enhancement of pension payments and lump sum payment in accordance with the local authority's usual arrangements.

11. Form a pool of governors from which disciplinary committees (including panels or sub-committees) may be formed to conduct formal enquiries. Where appropriate these will determine dismissal, capability and ill health action in accordance with local authority policy.

12. Nominate two or three governors to carry out the performance management reviews of the Executive Headteacher, including the setting of targets in conjunction with the School Improvement Partner, and ensure that they have been appropriately trained.

13. Ensure that the necessary arrangements are in place for the performance management of teaching staff in the schools and that an up-to-date job description is available for each member of staff at the start of his/her performance management cycle.

14. Ensure that staff receive Continuing Professional Development in line with their professional development targets and the School Development Plan.

15. Receive regular updates from the Executive Headteacher on the implementation of performance management and appraisal.

16. Review staff absence on a termly basis in comparison to the previous year.

The Resources Committee will also nominate three governors (not including the Chair / co-Chair of Governors who is a member of the Executive Headteacher's Performance Review Group) to form the **Pay Review Committee,** which will:

- Ensure a review of the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body
- Ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions document**
- Ensure an annual review of support staff salaries in line with the current arrangements in the NJC for local government or other appropriate bodies
- Consider the recommendation of the Executive Headteacher's and the Heads of Schools' performance review group in relation to whether to award the Executive Headteacher and Heads of School an annual increment***
- Scrutinise a sample of performance management review statements for staff to ensure a link between quality of teaching and pay progression
- Hear appeals against the decision of the Executive Headteacher in relation to individual members of staff or the Executive Headteacher Performance Management group (membership not to include members of the Pay Review Committee).

** Anyone employed to work at the schools other than the Executive Headteacher and Heads of School must withdraw from this item.

*** Anyone employed to work at the school including the Executive Headteacher and Heads of School must withdraw from this item.