

Litton Church of England Primary School



Resource Committee Terms of Reference

Date Adopted: 14/01/2019
Minute Number: 14.01.19(01)
Date Reviewed: October 2018 – Jan 2019;
01.10.19;
06.10.20(01)
07.09.21(01)
11.10.22 (01)
17.10.2023 ()
25.03.2024 (3)
21/10/2024 (01)
04/11/2025

Signed:

Handwritten signature of C. Hicks

Mrs Caroline Hicks
Headteacher

Handwritten signature of Emily Noble

Mrs Emily Noble
Chair of Governors

Review date	By whom	Summary of changes made	Date implemented
17/04/2018	Resource Committee	Addition of Pay Committee. Minute No 01.05.2018/1	01/05/2018
01/10/2018	Resource Committee	Various changes to bring in line with DCC policy from Governor Support Services	12/10/2018
14/01/2019	Resource Committee	Membership shall consist of <i>at least</i> 4 Resources Point 1 To <i>contribute</i> to rather than to prepare the SIP Minute No 14.01.19(01)	14/01/2019
07/09/2021	Resource Committee	To bring delegation amounts in line with Financial Regulations	07/09/2021
11/10/2022	Resource Committee	To replace signature of outgoing Head with that of the incoming one. Functions Delegated to the Head Teacher – removal of clauses relating to urgent and emergency expenditure. Virement limits brought in line with Financial regulations	11/10/2022
26.09.2023	P Wood	Change signatory for Chair of Governors	17.10.2023
25/03/2024	Resource Committee	Change to the Chair of the Resources Committee – Mr James Warriner	25/03/2024
10/10/2024	Resource Committee	Reviewed by the Resources Committee	10/10/2024
04/11/2025	Resource Committee	Reviewed by the Resources Committee Vacancy for 4 th Resources Committee Governor Mr James Smith ACA	04/11/2025

Membership

- The committee shall consist of at least four governors plus the Headteacher.
- Associate governors will have voting rights.
- The committee shall have such co-opted non-voting members as the Governing Body shall appoint. The committee may make recommendations for these appointments.

Quorum

The quorum for the meeting of the committee shall be three governors, this may include an associate governor. The committee shall not meet without the Headteacher being present or a substantive nominated by her.

Voting

Every decision made at a committee meeting must be determined by a majority of votes, of those governors present and voting. If there are an equal number of votes, the chair (or person acting as chair) has a second or casting vote.

Meetings

The Committee shall meet at least once a term and otherwise as required.

Terms of Reference – Resources

- To contribute to and consider each year's School Improvement Plan, which will include clear links to the annual budget plan, and budget plan and options for consideration and approval by the Governing Body.
- To monitor the budget and make recommendations to the Governing Body for any in- year changes.
- To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
- To recommend virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
- To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
- To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance.

- To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
- To make recommendations to the Governing Body on the financial aspects of the Governors' Scheme of Financial Delegation.
- To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
- To ensure that the principles of Best Value are followed when making decisions.

Terms of Reference - Personnel

- To undertake any formal consultations on personnel matters and to keep under review and recommend for adoption the procedures for dealing with discipline, grievances and redundancy, and to ensure staff are informed of them.
- To undertake formal consultations on pay matters, to draft, recommend and implement the school's Pay Policy, and to keep this under review.
- **Salaries** - to draft criteria for the approval of the Governing Body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
To establish the annual and longer-term salary budgets and other costs relating to personnel e.g. training.
- To review the staffing structure whenever a vacancy occurs. To establish the annual and longer-term salary budgets and other costs.
- To issue a written salary statement to each teacher each year after the performance and statutory salary reviews.
- **Performance Management** - to oversee the work of the named performance governors who will work with an external performance management advisor to set and review the objectives of the Headteacher, and will receive from the Headteacher an overview of staff performance management.

Pay Committee

- The pay committee shall consist of the members of the resources committee without the Headteacher.

Functions Delegated to the Headteacher

As per the Governors Scheme of Financial Delegation.

- To authorise expenditure up to £1,500 within the agreed budget plan.
- For any expenditure over £1,500 the Headteacher must have prior approval from the Resource Committee.
- To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the school development plan, subject to the following limits:
 - Up to £1,500
 - Over £1,500 in consultation with Resource Committee
- Quotations requirement:
For expenditure over £1,000 alternative written quotations are to be sought. Choose the most appropriate quotation to ensure the best value.

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools;
- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the Chair of the committee and the clerk shall be determined by the Governing Body at the first meeting of the school year.

Minutes

A written record shall be kept of the meeting of the committee including details of those present. These minutes shall be submitted to the next full Governing Body meeting through the clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee shall be given at least seven days clear notice of the committee meeting.

These Terms of Reference are to be reviewed annually at the first Resource Committee meeting of the year.