



RESOURCES COMMITTEE TERMS OF REFERENCE 2025

Constitution

Membership	The committee will comprise of at least 3 governors appointed by the governing body, the Headteacher and the School Business Manager (co-opted Member)
Quorum	The quorum for the meeting of the committee will be three.
Frequency	The committee will meet three times per year, more frequently if necessary.
Clerk	Judicium Education

TERMS OF REFERENCE

1. To consider the financial and staffing implications of the school development plan (SDP) in consultation with the headteacher prior to the SDP's submission to the governing body.
2. To keep under review personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts), probation, performance management and staff development and to refer any changes to policies to the governing body for approval.
3. To approve the staffing complement and staffing structure (both teaching and non-teaching) in consultation with the headteacher.
4. To determine any matters referred to the committee regarding personnel matters in accordance with the procedures adopted by the governing body.
5. To ensure that the necessary arrangements are in place for performance management of all staff in the school and that an up to date job description is available for each member of staff at the start of his/her performance management cycle.
6. To consider the annual budget proposed by the headteacher prior to its submission to the governing body for approval, taking into account the school's priorities in the SDP.
7. To monitor the expenditure of the school's annual budget and provide a report for the governing body at least 6 times per year. Each October carry out a mid-year review and if necessary revise the budget in response to the first six month's expenditure.

8. To authorise virement as permitted by the LA's scheme between budget heads provided that the committee refers to the governing body, without taking any action, any question relating to virement of more than £20,000.
9. To approve expenditure between £10,000 - £50,000. Expenditure below £10,000 to be at the discretion of the headteacher. Expenditure above £50,000 to be referred to the governing body.
10. To consider the financial implications of any recommendation from other committees, working parties, school council as appropriate.
11. To keep under review the financial procedures and ensure that any requirements of the LA in relation to the school's budget share are met.
12. To receive reports from the headteacher, school business manager or other persons as appropriate giving details of delegated expenditure.
13. To consider, review and award new contracts valued between £10,000 - £50,000 and report to the governing body. Contracts below £10,000 to be awarded at the discretion of the Headteacher. Contracts above £50,000 to be referred to the governing body for approval.
14. To prepare a financial statement for inclusion in the governors annual report.
15. To ensure that the school fund account is audited and that appropriate records are kept.
16. To keep under review the Health and Safety Policies and procedures and ensure that any requirements of the LA and DfE are met.
17. To receive reports from the Headteacher, school business manager or other persons as appropriate related to the school buildings, e.g premises maintenance, risk assessments, insurance arrangements, fire safety, asbestos management, etc.
18. To report the committee's resolutions and recommendations to the next full governing body meeting.
19. To determine any other matters referred to the committee by the governing body.
20. To keep the terms of reference under review and recommend any changes to the governing body prior to the annual review of committees.

Signed

Resources Committee Chair

Date:

Adopted by the Resources Committee 25th November 2025

Next review: November 2026