MARJORY KINNON SCHOOL

"We will safeguard the financial security of the school through appropriate check and challenge and support the school's development of effective strategy to secure its long-term future"

RESOURCES COMMITTEE

TERMS OF REFERENCE 2026-27

GOVERNANCE ADMINISTRATION

Membership

The committee shall consist of up to 6 governors plus the Headteacher or delegate(s) and where appropriate associate members and such other persons as the committee may determine to provide specific expertise and or skills. If the GB require an expert view they will invite an appropriate person to a committee meeting to give the benefit of their wisdom.

Associate Members

The committee shall have such co-opted voting members as the governing body shall appoint. The committee may make recommendations for these appointments, which may include school staff members as the Headteacher shall determine in consultation with colleagues.

Other Attendees

Such other persons, that the Governing Body or committee determines, can attend committee meetings. The committee may exclude persons 'in attendance' from any part of its meeting when the business under consideration concerns an individual member of staff or pupil. Persons 'in attendance' will have no voting rights.

Quorum

The quorum shall be three governors. The meeting will not take place unless the Headteacher or their representative is present.

Meetings

The committee shall meet once a term or otherwise as required.

Restrictions on Persons Taking Part in Proceedings

Where in relation to any matter (i) there may be a conflict between the interests of a relevant person and the interests of the governing body; (ii) a fair hearing is required and there is any reasonable doubt about a relevant person's ability to act impartially, or (iii) a relevant person has a pecuniary interest, that person, if present at a meeting of the school at which the matter is the subject of consideration, must disclose their interest, withdraw from the meeting and not vote on the matter in question.

Staff governors must withdraw and not take part in discussions relating to (i) the appraisal or pay of any school employee (including the Headteacher) or (ii) any discussions where they have a personal interest in the outcome.

Chair of Committee

The Chair and Vice-Chair to be nominated by the Committee and ratified at the first meeting of the Full Governing Body each year.

Matters of Urgency

The governing body will conduct all its business through its schedule of meetings, except where, in the Chair's opinion, a delay in exercising a function of the governing body is likely to be seriously detrimental to the interests of a) the school; b) a pupil at the school (or their parents); or, c) a person who works at the school. Cases of urgency may be dealt with by the Chair of Governors, in consultation with the Chair of the Committee and Headteacher and any action taken or decision made reported to the Full Governing Body.

The Governing Body's Responsibilities

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. The governing body will want to ensure that in all its activities the school is enabling every child or young person to achieve their full potential and maximise their life chances, choices and opportunities.

Consequently, all committees will:

1. Receive reports from members of staff about matters relating to any of the issues listed in their Terms of Reference.
2. Contribute to, monitor and evaluate relevant parts of the Self-Evaluation Framework (SEF), the School Development Plan (SDP) and the policies allocated to them, reporting or making recommendations to the Full Governing Body.

3. Consider recommendations from relevant external reviews for example audit, Ofsted or Local Authority review, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the Full Governing Body.
4. Consider the views of staff, pupils and parents when making strategic decisions that will impact on them.
5. Consider the impact on equality, referencing the protected characteristics, when making recommendations and when reviewing/drafting policies. (See Annex A for information re the General Equality Duty).
6. Take appropriate action on any other relevant matter referred by the governing body.

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, the chair (or the person acting as chair), provided that he or she is a governor, has a second (or casting) vote. The committee can only vote if the majority of the committee members present are governors.

Voting Rights of Associate Members on Committee

The 2013 Procedures Regulations removed the limitations on voting rights of associate members in committees. The GB has decided to exercise its option to ask associate members to withdraw when individual staff or pupils are being discussed.

Schedule of Monitoring Reports of the school's budget position

A clear and concise monitoring report will enable the governing body to review income and expenditure against the agreed budget. The report - in an easy-to-understand format and generated from base financial records - will identify variances, provide meaningful explanations for these and explain what will be done to re-balance the budget.

Monitoring reports of the school's budget position will be generated at least 6 times a year to enable the Governing Body to meet their statutory responsibilities for the financial management of the school and so they can safeguard the large amounts of public money for which they are responsible.

The monitoring reports will be produced regularly and shared with the Full Governing Body or Resources Committee at times when action can be taken on them to good effect. This is in line with DfE and ESFA recommendations that governors should receive the monitoring reports and have an opportunity to raise questions or concerns **at least 6 times a year**. To achieve this, the school has defined channels of reporting on a regular basis, which include the Resources Committee at least 3 times a year and the Full Governing Body at least 3 times a year.

STRATEGIC FOCUS OF THE RESOURCES COMMITTEE

Accountability

The Resources Committee monitor and evaluate the use of and impact of the school's budget, talent attraction and retention and professional development of staff. It will ensure that the school is using its resources appropriately, effectively and efficiently in order to provide and maintain the best possible environment for learning and support the best possible learning outcomes.

The Resources Committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration. Governors will engage in termly monitoring visits, and meetings with relevant staff. They will submit to the school and the Chair of the committee, within seven days of a monitoring visit, a report on their observations. The Chair will produce a summative document, to be submitted to the school.

The committee will also monitor and evaluate relevant Equality Objectives, policies and assigned sections of the SEF and linked issues in the SDP notably:

Finance

- Ensure that the school operates within the financial regulations of the Local Authority and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring value for money.
- Keep under review the Scheme of Delegation in financial matters including the level of delegation to the Headteacher for the day-to-day financial management of the school and present to the governing body any recommendations for change.
- Prepare and present to the governing body for ratification an annual budget, reflecting priorities in the School Development Plan previously agreed by the FGB.
- Scenario build regarding the possibility of budget increases or cuts and strategize around other factors that may have an effect on the school in-year and long-term sustainability.
- Monitor the budget (and any other devolved funds) and ensure a termly report to the governing body drawing on evaluations from the other committees and making any appropriate recommendations for future budgetary decisions.
- Evaluate the value for money achieved particularly in relation to specific grants such as pupil premium, primary PE and sport. Consider how sustainability will be achieved if funding stops.

Workforce Management

- Monitor and evaluate staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted and legal requirements fulfilled.
- Agree the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the School Development Plan.
- Monitor staff deployment, absence, recruitment, retention and morale.
- Ensure that the school promotes the well-being of staff.
- Recommend to the governing body the procedure for filling vacancies and making staff appointments below the Leadership Group.
- Ensure that the school complies with the General Equality Duty in relation to staff **(see Annex A).**
- Ensure the school complies with all requirements in relation to safer recruitment.
- Monitor and evaluate the impact of the budget for continuing professional development for all staff.

Stakeholder Engagement

- Community links and community use of the school.
- The school's contribution to promoting community cohesion and British Values and to prevent radicalisation.
- Supporting the school in ensuring that the school's website is compliant.

Pay Review Committee

The Pay Review Committee will be compromised of 3 governors (from any GB committee) nominated at a Full Governing Body meeting. The committee will:

- Ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay & Conditions Document*.
- Scrutinise a sample of performance management review statements for staff to ensure a link between quality of teaching and pay progression.

  **Anyone employed to work at the school other than the Headteacher, COO, HR Manager and Clerk must withdraw from this item.*

Policies

The committee will ensure the timely review and ratification of all statutory and non-statutory policies and documents, including those required by legislation or as agreed by the FGB. These responsibilities are defined within the Governance Policy Register Schedule.

The statutory and non-statutory policies and documents due for review in each academic year along with the planned agenda items for the meetings scheduled in that period will be presented to the Committee at the first meeting of each academic year.

Annex A

The General Equality Duty

A school must consciously consider (have due regard for) their need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010.
- b) advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- c) foster good relations across all protected characteristics - between people who share a protected characteristic and people who do not share it.

Protected characteristics

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Age and Marriage and civil partnership are protected characteristics, but they do not apply to pupils in schools.