Hartsfield JMI School

Resources Committee

DRAFT Terms of Reference 2026-2027

The committee will consist of not more than eight members of the Governing Body.

The committee may if they so wish, propose suitable persons from the Governing Body or others, to be co-opted to the Committee as non-voting members to provide additional expertise.

At the first meeting in the academic year, the committee will elect a Chair for the current year.

In the event of the Chair being absent, the Committee shall elect a Chair from amongst themselves.

The committee shall not be quorate unless 50% (minimum 3) voting members of the Committee are present in total either in person or virtually. If more than 50% of the committee request to vote on any item, in person rather than via email or other electronic platform, a face to face vote will be arranged. It is noted that this may delay decision making and may not be possible The committee chair will decide whether face to face meeting and/or voting is possible or required.

Minutes of the meetings will be made to record names of those attending, time and place and any decisions, action points or recommendations to the Governing Body made at the meeting. Approved minutes will be circulated to all committee members as soon as possible after the meeting.
Where appropriate, Part 2 minutes will be recorded and retained separately.

The Committee will meet at least once per term and at other times when considered appropriate and/or necessary.

The Committee members will be appointed/re-appointed on an annual basis, at the last meeting of the Governing Body in the academic year. The terms of reference will be reviewed annually.

The Chair of the Governing Body and the Headteacher have a right to attend all committee meetings.

At the start of all Meetings all members present must declare whether they have any declarations of interest to make.

On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties regarding Finance:

1. To consider the School's budget delegated by the LA / DfE and any other revenue and to recommend an appropriate budget for the Governing Body to approve.

2. To monitor the spending against the School budget, to ensure that expenditure remains within the School's budget total resources. This will involve consideration of the monthly statements from the School budget monitoring system.

3. To approve a financial statement for Governing Body meetings.

4. To consider and authorise virements between budget headings (including approval of virements made by the Headteacher above the value of £5,000.00).

5. To consider and authorise the writing off of bad debts accruing to the School up to the limit specified in the School's Schedule of Delegation. For amounts above that specified, to make appropriate referral to the LA finance Director for approval.

6. To authorise the opening of any bank account (private funds only) and approve or vary signatories thereto.

7. To review, based on the recommendations of the Pay and Personnel Committee, the whole school Pay Policy, Performance Management Policy and Whistleblowing Policy and to prepare amendments as necessary for the consideration of the Governing Body.

8. To monitor, review and abide by the school's Schedule of Delegation.

9. To ensure that the Governing Body's financial actions are in accordance with legislation, other statutory requirements and the recommendations of the LA/ DfE

10. To have financial oversight and therefore responsibility for financial forecasting, Internal control, administration of voluntary funds, review of internal audit reports and awarding contracts by tender with specified limits of approval

11. Responsibility for reviewing reports by a finance governor as to the effectiveness of the financial procedures and controls.(SFVS)

12. To consider and prioritise major items of expenditure.

13. To consider the generation of additional income from sources other than the LA.

14. To review and monitor the Charging and Remissions Policy and prepare amendments when necessary for consideration of the Governing Body. Oversee lettings and hirings of the school facilities and receive and review termly reports from the Headteacher. Review lettings rates on an annual basis.

15. To review, based on the recommendations of the Pay and Personnel Committee, the staffing structure as and when necessary, or at least annually, in relation to the School Improvement Plan.

16. To complete the annual School Financial Values Statement (SFVS) in line with required guidelines and timescales.

On behalf of the Governing Body, the Committee will have delegated powers to undertake the following duties regarding Premises:

1. To provide support and guidance for the Headteacher on all matters relating to the school premises, grounds, security and Health and Safety.

2. To monitor and revise the premises elements of the Accessibility Plan

3. To prepare a report following the inspection of the premises and grounds to review the Health and Safety Policy on an annual basis. Ensure that the school complies with Health and Safety regulations and Health and Safety staff induction. Carry out regular site inspections and undertake an annual safety and security audit of the premises. Report to include proposed priorities for maintenance and development, for the approval of the FGB.

4. To be aware of the respective responsibilities of the governing body and the LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.

5. To report findings of inspections and audits to the headteacher and liaise with them to ensure that action is taken where appropriate and reported to the FGB.

6. To seek advice from the LEA where appropriate.

7. To prepare and review a lettings and charging policy for the approval of the governing body and to

monitor and evaluate the implementation of that policy.

8. To consider and make recommendations on all risk management and insurance arrangements with regard to vandalism and other premises- related matters.

9. To review and monitor accidents and critical incidences.

10. To ensure that information relating to Health and Safety matters is communicated to staff and is regularly reviewed and updated as necessary.

Supplementary Notes:

Note 1: The Governing Body formally delegates the day-to-day management of the budget to the Headteacher within the limits agreed and specified in the School Schedule of Delegation.

Note 2: The Governing Body has formally adopted the LA's Capability Procedures, Equal Opportunity Policy, Performance Appraisal policy for staff and Whistleblowing policy.

Note 3: The Pay Committee for the Headteacher and all other members of staff will be three Governors nominated and appointed annually by the Full Governing Body forming the Headteacher's Performance Management group (see Pay and Personnel committee Terms of Reference).

Note 4: Non staff members of the Resources Committee may be considered to form the Appeals Committee for pay review of all staff. If deemed appropriate, a member of the Governing Body could be co-opted.