



Weston (CE) Primary & Nursery School

Resources Committee Terms of Reference

Our Christian Vision

A Community, Learning and Growing

- Our school's strong community includes our pupils, staff, parents, governors and others.
- All members of this community are growing, learning and flourishing alongside one another.
- To do this, we need strong roots to support our growth as individuals.
- Our Christian Vision is based on Psalm 1 which compares people to trees, growing and flourishing.
- We also learn about a range of Christian Values to help us understand the life and teachings of Jesus.
- Our school logo reflects this vision, and also our rural location.

Created by - G. Holmes	Date: Sept 2025
Approved by the Governing Body with agreed amendment:	Date: 1/10/25

Chair of Governors:	Date: 1/10/25
Headteacher:	Date: 1/10/25

Resources Committee Terms of Reference

1. Purpose

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the school's finances and resources, including proper planning, monitoring and probity. To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Major issues will be referred to the full governing body for ratification.

2. Membership and Chair

- Unless otherwise specified the Committee will consist of a maximum of 5 Governors.
- The School Finance or Business Manager may be invited to attend meetings.
- The Resources Committee will elect a Chair from among the Governors on the Committee. In the absence of the Chair at a meeting the Committee will elect any member to act as Chair at that meeting.

3. Voting and Quorum

- a) Only Committee members can vote
- b) The Committee quorum is 3 or one half of the membership (**whichever is the greater**)
- c) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

4. Minutes and Meetings

The committee will meet at least 3 times a year. Minutes of the committee's meetings will be shared with the board and made available to the public.

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days' notice of a meeting. If the committee chair is unavailable, the committee will agree on another member of the committee who can chair the meeting in question.

- Minutes of meetings will record those attending, time, place and any decisions, action points or recommendations to be made to the Governing Body
- The Clerk will send the minutes to the Chair of the Committee for comment, normally within 7 days of the meeting. The Chair will give final approval of

the minutes, before distribution by the Clerk, to all members of the Governing Body.

- The Committee will meet at least once per term preferably after the Curriculum meeting, and in advance of the full Governors meeting and at other times as required.

5. Functions

- The Committee will consider matters as directed by the Governing Body or the Chair of Governors and will take advice as and where appropriate
- The Governing Body has delegated responsibility for the pay policy to the Resources Committee in order to achieve the aims of the whole school pay policy in a fair and equal manner
- The Governing Body has delegated responsibility for decisions on pay to the Resources committee to apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
- To observe statutory and contractual obligations
- To keep abreast of relevant developments and inform the governing body accordingly
- To appoint and work with the External Advisor
- To work with the Headteacher in ensuring the Governing Body complies with the appraisal regulations
- Expenditure recommendations from other Committees will be considered by the Committee.

6. Procedures and Training

- Members of the Committee should attend appropriate training courses
- The Terms of Reference will be reviewed annually
- Membership of the Committee will be determined at the final Governing Body meeting of the academic year
- The normal procedures and regulations of the full Governing Body will also apply to the Committee

7. Responsibilities

- To fulfil the Financial Responsibilities outlined in the Schedule of Financial Delegation.
- To support and advise the Headteacher on all matters relating to the school premises and grounds, personal security and health and safety
- To monitor the Condition Survey report on the condition of the premises and grounds, with a schedule of implementation priorities to be submitted to the Governing Body for approval. This review shall be carried out at the last

Committee Meeting of the academic year. A condition survey to be commissioned on a 5-year cycle.

- To identify appropriate budgets for projects, repairs and maintenance and redecoration within the budget allocation and in accordance with the School Development Plan
- To arrange for a Health and Safety Audit of the premises and an Accessibility Audit for submission to the Governing Body to ensure compliance with current regulations. The Accessibility Audit to be reviewed periodically, together with any Implementation Plan for improvements to accessibility.
- To ensure Governors' responsibilities are discharged under the Environmental Protection Act 1990, and to promote energy efficiency
- To monitor the school's compliance with DfE/LA regulations relevant to the work of this committee
- To monitor the register of business interests of governors and key senior staff engaged in considering and awarding contracts and approved supplier status
- To be aware of the separate specific responsibilities of Governors and the LA in regard to premises and health and safety, and to ensure that the LA is informed of any matters for which it is responsible. The Committee will monitor these issues to ensure that action is taken.
- To report findings of inspections and audits to the Governing Body and liaise appropriately to ensure remedial action is taken.
- To ensure that appropriate advice is sought from Hertfordshire's Director of Education or delegated staff or other sources.
- To review and implement procedures for dealing with discipline and grievances and to ensure that the staff are informed of them.
- To draft and keep under review a policy statement on staff consultation arrangements for approval be the governing body and to undertake any formal consultation on personnel matters.
- To draft criteria for the approval of the governing body relating to the use of discretionary elements for pay provisions to make recommendations about their implementation
- To review staff salaries annually, as required by the regulations contained in the Pay and Conditions document, and to make recommendations
- To recommend to the governing body staff selection procedures and to review these procedures as necessary
- With the Headteacher, to prepare job descriptions and person specifications for any leadership vacancy – governors to do the interview along with the Headteacher, all other appointments to be made by the Headteacher as part of the day to day management of the school
- To liaise closely with the LA's personnel Department on all issues.