

# Teversham Church of England Primary School

## Terms of Reference for the Resources Committee

2025-26

The governing body has delegated its statutory functions of reviewing and reporting on **finance, personnel, health & safety and premises** to this committee.

### 1. MEMBERSHIP

- 1.1 The committee shall consist of no fewer than three governors and the headteacher.
- 1.2 The committee may appoint such associate members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee. Associate members are entitled to vote but may be excluded from items involving individual adults or children.
- 1.3 Other members of the governing body may attend meetings of the resources committee and may contribute to discussions on matters under consideration.

### 2. QUORUM

- 2.1 The quorum shall be three members.

### 3. MEETINGS

- 3.1 The Committee shall meet termly, or more frequently as may be required from time to time.
- 3.2 Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

### 4. CHAIRMANSHIP

- 4.1 The chair of the committee shall be elected annually at the first FGB meeting of the Autumn term, unless a vacancy occurs during the year.
- 4.2 A teacher, or Headteacher may not chair the committee as it has delegated powers.

### 5. STANDING ORDERS

- 5.1 The agenda for the meeting shall be distributed at least seven days before the meeting.

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- 5.2 All meetings will be minuted by the Clerk and the minutes circulated to all Governors.
- 5.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 5.4 A report of proceedings of meetings of the resources committee shall be circulated with the papers of the next full meeting of the governing body.

### 6. TERMS OF REFERENCE

The committee will have delegated powers from the governing body to:

#### **Personnel**

- 6.1 draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations),
- 6.2 implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,
- 6.3 draft and recommend for adoption a strategic staffing plan and recommend to the full governing body the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
- 6.4 establish and regularly review personnel policies and procedures and ensure familiarisation with DfE guidance, in particular in relation to the following: (Model policies can be found in the members section of [www.epm.co.uk](http://www.epm.co.uk) in Documents under the relevant letter coding)
  - A Employment Policy
  - B Staff Recruitment and Selection  
Induction
  - C Redundancy
  - D Disciplinary Procedures Conduct and  
Capability  
Disciplinary Rules  
Staff Code of Conduct  
Bullying and Harassment
  - E Grievance Procedure

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- F Whole school pay policy
- H Health, Safety and Well Being
- J Performance Management
- K Personal Information
- L Equality and Diversity and Gender Equality
- N Sickness Absence  
Special Leave of Absence
- O Whistleblowing  
Physical intervention

- 6.5 report to the governing body on all staff matters which relate to conditions of service.
- 6.6 advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- 6.7 determine and monitor the appointments procedure on behalf of the governing body.
- 6.8 delegate staff training strategy to the HT, to be monitored annually by resources.
- 6.9 delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
- 6.10 ensure that governors on the resources committee understand personnel responsibilities.
- 6.11 ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- 6.12 comply with the performance management regulations for teachers.
- 6.13 ensure compliance with the current "Keeping Children Safe in Education" requirements on safer recruitment.
- 6.14 form a salary appeals committee when required.

### **Finance**

- 6.15 advise on final budget plan, for approval by the full governing body.
- 6.16 prepare a draft budget based on priorities in the School Development Plan. This would normally be done at a meeting in the summer following receipt of

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an initial plan from the Finance Liaison Officer.

- 6.17 notify the approved budget plan to the LA (Head Teacher).
- 6.18 the level of delegation to the Head Teacher for day to day financial management of the school to be £10,000, subject to remaining within budget.
- 6.19 monitoring of all income and expenditure to take place at mid-yearly meeting.
- 6.20 approval to transfer between budget headings (virement) to be £5,500 without further authorisation. For amounts above £5,500 the Chair of Governors must authorise.
- 6.21 monitor arrangements for auditing of non-LA funds received (e.g. School Fund)
- 6.22 respond to any issues arising from the audit of the school's accounts.
- 6.23 prepare information on income and expenditure if required by parents.
- 6.24 review and approve Lettings Policy and Scale of Charges once per year.
- 6.25 ensure financial regulations (from LA) are in place and reviewed and approved annually.

**Environment & Premises**

- 6.26 Advise and make recommendations to the School Governing Body on all aspects of environmental sustainability and the promotion of social responsibility for the environment within the School.
- 6.27 Assist in ensuring the integration of environmental principles into the day-to-day operations of the School and promoting best practice at every level of the school's activities, including the use (and disposal) of materials, energy management, landscape management and transport, etc.
- 6.28 Assist the School in maintaining awareness of any relevant legislation and to advise the School Governing Body on legislative compliance as necessary.
- 6.29 Promote engagement in the School's curriculum with issues relating to environmental sustainability and social responsibility
- 6.30 Assist the School and the local community where appropriate to promote

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good practice in environmental sustainability and social responsibility

- 6.31 Keep under review the Accessibility Plan for the school and to report to Governors on its implementation.
- 6.32 Make recommendations to the Governing Body for any development works necessary, so that these can be identified in the Financial Plan.
- 6.33 Liaise with the Headteacher to ensure that an efficient and effective cleaning and grounds maintenance programme is in operation.
- 6.34 Ensure necessary tendering arrangements are carried out that;
- Approve the award of tenders.
  - Make recommendations to the Governing Body on the award of contracts.
  - Report and have minuted to the whole Governing Body should a quote other than the lowest be accepted.

This should meet the schools financial and contractual regulations and be ratified by the whole Governing Body and minuted as appropriate.

### Health & Safety

- 6.35 Prepare and review annually (or at other times as necessary) the Health and Safety Policy for ratification by the full Governing Body.
- 6.36 Monitor the implementation of the agreed Health and Safety Policy to ensure that the school complies with Health and Safety Regulations.
- 6.37 Receive reports on educational visits that Governors should be informed about and to recommend agreement on these to the whole Governing body.
- 6.38 Ensure that guidance is available (e.g. from the DfES and/or LA as appropriate) and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To prepare the school's educational visits policy for approval by the whole governing body.
- 6.39 Ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the DfES/LA or Governing Body.
- 6.40 Discuss, monitor and review these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Body.
- 6.41 Ensure that the Headteacher and Educational Visits coordinator are

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supported in matters relating to educational visits and that they have the time and expertise to fulfill their responsibilities. To ascertain what governor training is available and relevant and ensure where possible training is undertaken.

### **7. DECLARATION OF INTERESTS**

- 7.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.