



# Growing and Learning Together

## Resources Committee Terms of Reference 2024 - 2025

### 1. Purposes

The purposes of this Committee are:

- To ensure the resources of the Federation are effectively deployed through the development of plans and policies, to secure the highest possible academic standards and wellbeing for the Federation's pupils and staff.
- To monitor the effectiveness of the implementation of those plans
- To support the Heads of Schools in matters relating to the governors' financial responsibility.
- To advise the governing body in order to ensure that it is fully informed and engaged in matters relating to the use of resources including, for example, the Federation's physical assets.
- To monitor and adjust in year expenditure
- To ensure that accounts are finalised at year end
- Forecasting rolls and expected income
- Administration of voluntary funds

### 2. Delegated Policies and Functions

a. The Governing Body retains responsibility for:

- Admissions
- Complaints
- Governors' allowances
- Inclusion and SEND
- Instrument of Government
- Register of business interests
- Safeguarding and child protection
- Whole school pay policy

b. The Governing Body delegates to this Committee responsibility for the policies and processes which secure the effective deployment of resources and value for money.

c. The Committee will report on these matters at each meeting of the Governing Body.

d. The Committee will recommend to the governing body a budget for the following financial year taking account of priorities identified by the governing body and the schools' budget allocations.

e. In addition, the Committee will develop, maintain and monitor the implementation of the following policies and documents which are specifically required by regulations on behalf of the Governing Body:

- Accessibility
- Appraisal and capability
- Charging and remissions
- Governors' allowances\*
- Grievance procedure
- Health, safety and staff welfare
- Whole school pay policy \*
- Data protection
- Premises management
- Procedure for dealing with allegations of abuse against staff
- Whistleblowing

\*policies subject to approval of the Governing Body

f. The Committee will report to the Governing Body on each of these policies in accordance with the policy review schedule

### **3. Membership and Attendance**

a. Committee membership is a minimum of three governors, and Heads (NOTE not in any role as governor).

Those with voting rights are governors and on an alternating basis one of the Heads only. Other staff members or external parties may be invited to attend where relevant.

b. A quorum shall be half of the full committee, rounded up if necessary.

c. At least one meeting shall be held each half term and, wherever possible, this shall be at least two weeks before the next Full Governing Body meeting.

### **4. Standing Orders**

- a. The chair shall be elected annually by the committee at its first meeting of the autumn term. The work plan for the year will be reviewed and dates will be agreed for meetings for the year.
- b. The Committee will appoint lead governors to meet current need (who do not have to be a member of the committee) for the following priority areas:
- Finances - this will usually be the chair of the committee
  - Premises / Health and Safety

A governor can be a lead member for more than one priority area.

- c. The agenda for at least one meeting per school term will include reports from the Heads/Business Manager and/or the relevant Lead Governor on each of the matters listed at (b) above.
- d. Committee membership, Terms of Reference and date of the first meeting for the next academic year will be considered at the final meeting of the summer term.
- e. Before discussing and voting on a subject a member of the committee must declare any pecuniary interest and, if applicable, withdraw.
- f. Minutes of the meeting will be circulated to the committee as soon as they are available, and will be included in the set of supporting papers for the next Full Governing Body meeting.
- g. The Chair and Clerk will be responsible for ensuring that the following matters are given appropriate attention at its meetings:
- Current operational matters
  - Actions from previous committee meeting minutes
  - Actions assigned to the committee by the Governing Body
  - The Federation Improvement Plan
  - Suggested agenda items from Cambridgeshire Governor Services
  - Extended Schools and community services
  - Matters from, and to be passed to other committees
  - Delegated policies and functions
  - Items to take back to the next Governing Body meeting
  - Review the use of resources and their impact via a review of pupil performance and data

### **Delegated Limits**

Please refer to the Financial Scheme of Delegation for authorisation limits.

In an emergency the Chair of Governors is able to authorise the procurement and payment of goods and services above the delegated limit; this will then go to the Resources Committee for ratification.