CASTLE SCHOOL CAMBRIDGE

Resources Committee

Terms of Reference 2025-26

The Resources Committee: The work of this committee supersedes that of the Finance and Personnel Committee and the terms of reference will be reviewed annually by the full governing body.

1) Membership:

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body.

Other members of the governing body may attend any meeting of any committee, but they may not vote.

School Business Manager will also attend the Resources Committee meetings in a non-voting capacity.

Where the headteacher is a governor they will be an automatic committee member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the Resources Committee.

2) The committee will elect from their number a chair and vice chair at the first meeting of each academic year.

3) Clerk to the Committee: Helen Andrews (Camclerk)

In the event that the clerk is unavailable the committee may appoint a governor to clerk the meeting.

4) Quorum: 3

It is recommended that the quorum is the headteacher plus two members of the committee. This will depend upon the overall membership size of the committee.

5) Meetings:

Meetings will be held regularly/at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

A shorter timescale may be given if the committee chair decides the issue requires urgent attention.

Decisions taken must be determined by a majority of votes of committee members present and voting. In the event that a majority decision can not be found the chair has the deciding vote.

6) Partnership with the headteacher:
In carrying out its function the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

7) Standing Orders:
All committee meetings must be minuted. The draft minutes must be circulated with the agenda for the next full governing body meeting. Committee meetings will not be open to the public but approved minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

8) Function:

Decisions taken by the committee must be led by priorities identified within the school's improvement planning, which should be costed within the budget plan. The main function of the Resources Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

a) Finance
- In consultation with the headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the school's improvement planning.
- To review the allocation of any targeted funding and its impact to improve learning, such as pupil premium and ensure this is reported annually on the school website
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
- To annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority
- As part of the delegation for the day-to-day financial management of the school the committee will refer to the scope and remit of the Scheme of Financial Delegation and ensure it is reviewed on an annual basis
- To ensure that the school operates within the financial regulations of the local authority
- To compare the school's spending to other similar school using bench marking information
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements

b) Personnel
- To review the staffing structure in consultation with the headteacher so it is effective in delivering the school improvement priorities and improving the learning of all pupils
- To defer the review the Pay Policy and Performance Management Policy for all categories of staff to the Pay Committee and to be responsible for its administration and review
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies such as performance management, grievance, induction, etc.
- To oversee the process leading to staff reductions
- To keep under review staff work life balance, working conditions and well-being, including the monitoring of absence

c) Premises and Health and Safety
- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the school priorities.
- To ensure arrangements are in place for repairs and maintenance
- In consultation with the headteacher, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To review that building development supports the school's priorities as detailed in the school's improvement plan.
- To ensure adequate risk management arrangements are in place, creating a safe environment where all stakeholders thrive.
- To establish and keep under review an accessibility plan

- To ensure all statutory information relating to resources, for example the accessibility plan and arrangements for meeting the needs of children with SEN are published on the school website

d) General

- Recommendations on these matters will be made to the Resources committee by the following working parties:
  - Finance
  - Premises
  - Personnel
  - Health and Safety
- Work planned for these groups is outlined in the annual Governor monitoring schedule
- Working party meetings will be recorded in order to share rationale for recommendations to the full committee.
- All committee meetings are minuted and circulated to the full governing body

e) Policies

- The following policies have been delegated to the Resources committee for review:
  Pay Policy
  Performance Management Policy
  All personnel policies including-
  Accessibility plan

Approved by the FGB: 4th December 2025
Next review date: Autumn 2026