FORDHAM CE PRIMARY SCHOOL GOVERNING BODY

TERMS OF REFERENCE FOR RESOURCES COMMITTEE (incorporating Finance, Personnel, Health & Safety and Premises committees)

November 2025

1. TERMS OF REFERENCE

It is the responsibility of the Resources Committee (referred to as the committee) to provide a structure for determining, monitoring and keeping under review the policies, plans and procedures within which the school operates in relation to Finance, Personnel, Health and Safety and Premises. It is the Governing Body's responsibility to review at least once a year the establishment, terms of reference and membership of all committees, including selection panels.

2. MEMBERSHIP

a. The committee shall consist of not less than four governors, including the staff health and safety representative, to be appointed by the governing body. These persons shall have voting rights. The Headteacher is a non-voting member of the committee.

b. Representation of governors serving on the committee shall ideally reflect the balance of representation of the full governing body.

The committee may appoint co-opted non-voting members, e.g.

1. Relevant school financial staff
2. Other persons with particular expertise

These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the Chair.

c. Only full members of the committee, as approved by the governing body, shall have the right to vote on resolutions.

d. Each full member of the committee will have specific roles and responsibilities as set out in the “Roles and Responsibilities” document in relation to Finance, Personnel, Health and Safety or Premises. See Appendix 1.

3. QUORUM

The quorum shall be 50% of membership or at least 4 members, whichever is greater. This should include either the Head teacher, the Chair of Governors or the Chair of the Resources Committee. The quorum must remain in place for each vote taken at a meeting, not just if the required number of the governors were present at the start of the meeting.

4. CHAIR

a. The chair shall be elected by the committee, and should not be the Headteacher or chair of governors.
b. The chair must resign after 3 years as chairman, but may stand for re-election.
c. If the chair takes up employment at the school, he or she must resign from office, but may remain on the committee.

5. MEETINGS

a. The committee shall meet termly, or more frequently as may from time to time be required.
b. Each term the committee shall fix dates for future meetings at least one term.

6. STANDING ORDERS

a. The agenda for the meeting should be circulated to all committee members at least seven days in advance of the meeting.
b. All meetings will be minuted and circulated to all members of the resources committee.
c. Where there is an equality of votes for and against a particular motion, the matter will be referred back to the next meeting of the full governing body.

7. DECLARATION OF INTERESTS

a. If an interest is declared during a meeting, whether pecuniary or otherwise, direct or indirect, the member must physically leave the meeting while the subject is under discussion.
b. The requirement that the governors must withdraw from meetings on grounds of financial interest does not prevent them from discussing insurance cover for them against any liability arising from their work as school governors.
c. Members of the resources committee who also teach at the school need not withdraw when their interest in the matter is not greater than the interest of the generality of teachers at the school.

Terms of Reference updated and approved by the governing body on 18th November 2025:

Signature of Chair:

APPENDIX 1: ROLES AND RESPONSIBILITIES

FORDHAM CE PRIMARY SCHOOL GOVERNING BODY

ROLES AND RESPONSIBILITIES FOR FINANCE LEAD (reporting to Resources Committee)

Reviewed November 2025

INTRODUCTION

In accordance with the Financial Standards guidelines, it is the responsibility of the Resources committee, guided by the Governors with responsibility for Finance, to fulfil the following remit, as delegated by the Governing Body.

1. To provide guidance and assistance to the Headteacher and the governing body in any matters relating to the governors' financial responsibilities.
2. To oversee longer term financial planning and resourcing in the context of the School Development Plan and of the policies and objectives of the school, and to advise the governors thereon as appropriate.
3. To consider each year's annual Development Plan priorities and to recommend an annual budget to the governing body for approval during the spring term each year.
4. To monitor spending of official funds against budget during and after the close of the financial year on a regular termly basis and to report on significant issues to the governing body.
5. To propose/review/oversee policies/matters relating to fund-raising, income generation, and the policy for charging for school activities.
6. To review regularly the schools' internal financial controls at least annually.
7. To assist in the creation of the annual budget plan ("the budget plan") [proposed by the Headteacher teacher].
8. To approve the budget plan, and
9. To consider and approve any proposed revisions to the budget plan [submitted by the Headteacher teacher during the course of the year] and
10. To consider the delegation of their duties under any LA scheme.
11. To spend the delegated budget before end of financial year or provide explanation for carry forward.
12. To approve miscellaneous financial decisions (e.g. write-offs) unless delegated to the Headteacher.
13. To investigate irregularities (where the Headteacher is suspected) and to delegate the investigation to the Headteacher (where the Headteacher is not suspected).
14. To monitor monthly expenditure (or to delegate this to the Headteacher).
15. To approve contracts and purchases above the set financial limit.
16. To delegate to the Headteacher the making of payments.
17. To delegate to the Headteacher the responsibility of approving contracts and purchases below the set financial limits.

Mr Mark Gilding appointed as Finance Lead on 18th November 2025.

Roles and Responsibilities updated and approved by the governing body on:

Signature of Chair:

FORDHAM CE PRIMARY SCHOOL GOVERNING BODY

ROLES AND RESPONSIBILITIES FOR PERSONNEL LEAD (reporting to Resources Committee)

Reviewed November 2025

INTRODUCTION

In accordance with the Financial Standards guidelines, it is the responsibility of the Resources committee, guided by the Governors with responsibility for Personnel, to fulfil the following remit, as delegated by the Governing Body.

1. Establish and regularly review personnel policies and procedures.
2. To consider and adopt pay and conditions policies for the school (which are consistent with statutory, national and local legislation and any contractual agreement made between the LEA, the governing body, the staff and their unions/professional associations).
3. Implement the above policy in a fair and equal manner giving due regard to the financial implication of any decision with the guidance of the Headteacher, draft and recommend for adoption a strategic staffing plan and recommend the annual budget for pay.
4. To recommend the pay of all members of staff, including that of the Headteacher and any deputy Headteacher teachers in line with legal requirements and with the guidance of the Headteacher and the LA.
5. Report to the governing body on all staff matters which relate to conditions of service.
6. With the guidance of the Headteacher, advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
7. Determine and monitor the appointments procedure, following due regard to safer recruitment, on behalf of the governing body.
8. Monitor the CPD training strategy each year to ensure that adequate staff training is taking place. (review at Autumn meeting)
9. Delegate to the Headteacher all matters relating to the day to day management and supervision of the staff employed at the school.
10. Ensure all staff have an effective induction programme and ensure compliance with induction requirements for newly qualified teachers.
11. Ensure that the appraisal regulations for teachers are complied with.
12. Ensure compliance with "Safeguarding Children and Safer Recruitment in Education".
13. A Salary Review Committee will be formed, consisting of the Lead on Personnel matters & 3 other persons. The Committee shall convene between 1st September & 31st October.
14. A Salary Review Appeal Committee shall be formed, consisting of persons 4 persons, not on the Salary Review Committee.

Mr Mark Gilding appointed as Personnel Lead on 25th November 2025.

Roles and Responsibilities updated and approved by the governing body on:

Signature of Chair:

FORDHAM CE PRIMARY SCHOOL GOVERNING BODY

ROLES AND RESPONSIBILITIES FOR HEALTH AND SAFETY LEAD
(reporting to Resources Committee)

Reviewed November 2025

INTRODUCTION

In accordance with the Financial Standards guidelines, it is the responsibility of the Resources committee, guided by the Governors with responsibility for Personnel, to fulfil the following remit, as delegated by the Governing Body.

1. Draft, recommend and review for adoption a health and safety policy for the school (which is to be consistent with statutory, national and local legislation).
2. Implement the above policy 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.
3. With the guidance of the Headteacher, draft and recommend for adoption a health and safety auditing plan and monitor its effectiveness.
4. Establish a post-auditing remedial action procedure with the Headteacher and or their representative.
5. Report to the governing body on all health and safety matters.
6. With the guidance of the Headteacher, advise the governing body on all current health and safety issues which may affect the school's budget.
7. Monitor the health and safety auditing programme each year to ensure that it is effective.
8. Delegate to the Headteacher and/or their chosen representative, all matters relating to the day to day health and safety management and supervision of the school.
9. Ensure all newly qualified teachers are aware of the health and safety auditing procedures.

Mrs Isobel Newport Mangell appointed as Health & Safety Lead on 18th November 2025.

Roles and Responsibilities updated and approved by the governing body on:

Signature of Chair:

FORDHAM CE PRIMARY SCHOOL GOVERNING BODY

ROLES AND RESPONSIBILITIES FOR PREMISES LEAD (reporting to Resources Committee)

Reviewed November 2025

INTRODUCTION

In accordance with the Financial Standards guidelines, it is the responsibility of the Resources committee, guided by the Governors with responsibility for Premises, to fulfil the following remit, as delegated by the Governing Body.

1. To control the use of the school premises both during and outside the school day (or to delegate this to the Headteacher)
2. To decide on what charges to levy where external providers want to use the school premises (or to delegate this to the Headteacher)
3. To delegate the purchase of Buildings Insurance to the Headteacher (who will seek advice from the LA where appropriate)
4. To implement - with the Headteacher's support - both a) a strategy for the premises (including budgeting for repairs etc.) and b) Asset Management Plans.
5. The Headteacher is responsible for informing the resources committee of all charges made for the use of the School premises and facilities.
6. To adhere to an Asset Management Plan, especially one required by Buildings Insurance and other similar regulations or contracts.
7. The Headteacher must inform the resources committee (or the Health and Safety Committee) of any Health and Safety issues relating to the premises.

Mr Mark Gilding appointed as Premises Lead on 3rd February 2026.

Roles and Responsibilities updated and approved by the governing body on:

Signature of Chair: