

**Resources Committee Vision: To ensure Old Basing Infant School is properly resourced and that resources are used effectively.**

**Purpose:**

- To monitor and control the financial affairs of the school, ensuring that the budget is set with due regard to the funds available, that expenditure is kept within budget and that opportunities for additional funds are explored.
- To be updated on key Human Resource issues
- To focus on, and review progress against key initiatives in the Resources Committee Plan
- To provide everyone with an opportunity to contribute

**Meeting standards:**

- Meetings to start and finish promptly
- Agenda and pre-meeting reading/preparation to be sent out 1 week prior to each meeting
- All members to attend fully prepared, equipped with all necessary paperwork
- Apologies and time-keeping issues to be notified to the chair of the committee prior to the meeting

***“Courage to try, Power to change”***

***Our mission is to foster a school community where courage allows us to face challenges, kindness shapes our relationships, and resilience empowers us to overcome difficulty. We strive to collaborate with one another, embracing curiosity to continuously learn and grow. With respect as our foundation, we aim to create an environment that uplifts and inspires each individual to thrive, both personally and collectively.***

## Resource Committee Terms of Reference – 2025 to 2026

### Delegated Powers

**Committee:**

- Approval of expenditure up to £10,000
- Authorise financial adjustments to staffing with regard to available funds
- Headteacher is authorised to approve individual expenditure up to £5,000
- Review and make recommendation to Full Governing Board to approve expenditure from £10,000 to £25,000, following best value statement principles
- Seek recommendations from the local authority to identify appropriately qualified and certified contractors for any above £25,000
- Review and approve the charging and remissions policy
- Review and make recommendation to Full Governing Board to approve Health and Safety policy.
- Ensure compliance with the Schools Financial Value Standards.
- Establish interview panels as necessary for teaching staff.
- Approve and monitor the impact of Personnel Policies

**Headteacher Performance Management Review Committee:**

- Ensure the review of the performance of the Headteacher takes place on a termly basis through the HPMRC

**Pay Committee:**

- Ensure the review of pay happens annually via the Pay Committee Governor
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**Recruitment Panel:**

- Recruit and select and propose suitable candidates as future Governors
- Recommend governor LA appointments in line with requirements

Key Targets	Objectives for 2025-2026
Financial Monitoring	<ul style="list-style-type: none"> <li>• To monitor and control the financial affairs of the school, highlighting any risks or issues to the Full Governing Board.</li> <li>• To monitor the financial impact of projected lower pupil intake numbers on the school, keeping the FGB informed of new developments.</li> </ul>
Budgeting	<ul style="list-style-type: none"> <li>• To ensure that the budget is set with due regard to the funds available and that expenditure is kept within budget</li> <li>• To ensure adequate budgetary provision is made for anticipated large capital outlays</li> <li>• LMS Budget to be reviewed once per term</li> <li>• Chair to review LMS budget monthly.</li> </ul>

## Resource Committee Terms of Reference – 2025 to 2026

Strategic Leadership & Management	<ul style="list-style-type: none"> <li>• To provide support to the Headteacher.</li> <li>• To ensure policies delegated to the Resources Committee are reviewed in line with agreed timescales and approved accordingly.</li> </ul>
School Improvement Plan	<ul style="list-style-type: none"> <li>• To provide an overview of the key initiatives that the school will deliver within the financial year and reflect this in the Financial Plan</li> </ul>
Auditing	<ul style="list-style-type: none"> <li>• To ensure that the necessary accounts and accounting procedures are audited on an annual basis and reported to the FGB. Such Audits to cover:               <ul style="list-style-type: none"> <li>○ Payroll</li> <li>○ Purchasing</li> <li>○ Income Received /The Banking System/Petty Cash Holdings &amp; Payments/ Procurement Cards</li> </ul> </li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• To ensure that regulations governing approved expenditure are followed and submission deadlines are met</li> <li>• To ensure that the school meets the requirements of the Schools Financial Value Standards.</li> </ul>
Health, Welfare & Safety	<ul style="list-style-type: none"> <li>• To ensure that Health &amp; Safety regulations are met</li> <li>• To ensure that the school's premises are maintained to sufficient standards to ensure the health and safety of all pupils, staff and visitors.</li> </ul>
Human Resource planning	<ul style="list-style-type: none"> <li>• To determine the future mix of skills and size of workforce required in the school and to plan to meet the school's needs with the advice of the headteacher.</li> </ul>
Remuneration and pay	<ul style="list-style-type: none"> <li>• To ensure that staff are rewarded for the level of responsibility they carry and the individual contribution they make, thereby enabling the school to recruit and retain staff of sufficient number and quality.</li> <li>• To continue the review the staffing structure currently in place in school for support staff with the aim of maximising potential and ensuring the school's needs are fully met.</li> <li>• Review the performance and pay of the Clerk on an annual basis and submit such review to the FGB in line with performance review timescales.</li> <li>• Review the staffing structure and pay policy line with statutory guidelines.</li> <li>• Agree Headteacher and staff pay awards in accordance with the Pay Committee recommendations</li> <li>• Oversee pay structure for Support Staff annually, every January in accordance with the Pay Committee recommendations</li> </ul>

## Resource Committee Terms of Reference – 2025 to 2026

Recruitment and selection	<ul style="list-style-type: none"> <li>• To ensure an adequate supply of suitable labour to meet the school's manpower requirements.</li> <li>• Ensure that the Governing Body is representative of the pupils, staff and local community.</li> <li>• Assist with the recruitment and selection of members of the LMT as required</li> </ul>
Grievance and disciplinary arrangements matters	<ul style="list-style-type: none"> <li>• To establish fair and effective procedures for the speedy resolution of grievance and disciplinary matters</li> </ul>
Equal opportunity	<ul style="list-style-type: none"> <li>• To do everything possible to ensure that all staff in the school, together with potential employees, have equal opportunities in accordance with equal pay and anti-discrimination legislation</li> </ul>
Communication, consultation and participation	<ul style="list-style-type: none"> <li>• To seek employees' views, keep them informed about, and promote employee involvement in, those aspects of the school relevant to their interests.</li> </ul>
Training and development	<ul style="list-style-type: none"> <li>• To ensure that individual and collective training needs are matched to the aims and objectives of the school and take account of employee aspirations as well as the development of the school in the community.</li> <li>• Identify with the Headteacher opportunities for joint staff/GB training and development.</li> <li>• Develop a comprehensive database of demographic information and the knowledge, skill and experience of individual governors.</li> <li>• Monitor and evaluate the effectiveness of County training to assess value for money.</li> </ul>
Performance Management	<ul style="list-style-type: none"> <li>• Ensure the performance of teachers and the headteacher is managed and reviewed in accordance with the Performance Management Regulations and the school's Performance Management policy.</li> <li>• Review the quality assurance processes and the Performance Management policy annually each autumn term.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Ensure school safeguarding processes are in place and monitor their effectiveness</li> <li>• Ensure all staff are fully qualified for the roles they hold and are DBS checked.</li> <li>• Volunteers are aware of school policies on safeguarding, child protection and health and safety and are DBS checked.</li> <li>• Designated safeguarding governor and headteacher to undertake safeguarding audit annually.</li> <li>• Designated safeguarding governor to make regular checks of single central list held in school.</li> </ul>

## Resource Committee Terms of Reference – 2025 to 2026

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Headship Time and support.	<ul style="list-style-type: none"><li>• Ensure that the headteacher takes the approved dedicated headship time and works away from school on these days.</li><li>• Support the headteacher in all aspects.</li></ul>
Income Generation	<ul style="list-style-type: none"><li>• Explore additional income options to offset reduced income as a result of low NOR and potential cuts to School Funding, and to fund projects emanating from the Landscape Strategy</li></ul>

**Membership (8):** Carol Clarke\*(Chair of Committee); Sonia Denning; Debra Selmes; Grace Powell\*; Mike Appleton, Vasco Brito

**Quorum:** 3 members (non-staff to outnumber staff)

**\* Denotes Member of Headteacher Performance Management Committee**