



**Kelvin Grove**  
Primary School

**RESOURCES COMMITTEE - TERMS OF REFERENCE**

**1. Membership**

The membership of the committee shall be not less than three governors.

**2. Quorum**

The quorum for meetings of the committee shall be three governors who are members of the committee (having been appointed to the committee by the governing body).

**3. Frequency of meetings**

The committee shall meet at least once per term.

**4. Delegated functions**

- 4.1 To elect a committee Chair annually (unless the Chair has already been appointed to the committee by the governing body).
- 4.2 To approve the minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.
- 4.3 To ensure that the school's Single Central Record of Recruitment and Vetting Checks is up-to-date, and that it is monitored by a governor periodically.

**Finance**

- 4.4 To receive three multi-year budget monitoring reports each year from the Headteacher (with three additional interim reports provided to the Headteacher) monitoring income and expenditure against the annual budget plan, including any variances that affect the outturn.
- 4.5 To review the end of year budget, and to receive and approve a budget for the year ahead, including a 3-year budget (and if applicable, any deficit budget).
- 4.6 To monitor Pupil Premium expenditure, and to ensure a strategy statement is published by 31<sup>st</sup> December each year that **must** explain how the school's pupil premium funding is being spent, and the education outcomes being achieved for disadvantaged pupils.
- 4.7 To monitor P.E. & Sport Premium expenditure, and to ensure that as part of

the conditions of grant, by 31st July 2025, the school has published on its website a report detailing how it has spent its P.E. and sport premium funding allocation. The published report must include:

- the amount of premium received
- a full breakdown of how it has been or will be spent
- the impact seen by the school on pupils' participation and attainment in PE and sport
- how this improvement will be sustained
- the percentage of pupils in their year 6 cohort who have met the national curriculum requirement to:
  - swim competently, confidently and proficiently over a distance of at least 25 metres
  - use a range of strokes effectively - for example, front crawl, backstroke and breaststroke
  - perform safe self-rescue in different water-based situations (Primary schools only).

4.8 To review/approve any Service Level Agreements and/or contracts that are due for renewal, and that exceed the Chair of governors/Vice-Chair of governors and Headteacher's delegated expenditure limit (all other SLAs can be approved by the Headteacher, with the Chair of governors'/Vice-Chair of governors' agreement where required, as set out in the school's Financial Scheme of Delegation).

4.9 To review value for money and benchmarking data, and to ensure a benchmarking exercise is carried out annually.

4.10 To receive a report at least once a year on how the use of resources has improved. Quantification of the gains made would be useful – these will often not be cashable savings, but it should be possible to attempt some assessment of what the benefit of the change has been.

4.11 To ensure that the school have made arrangements for the annual audit of the school fund, and send a statement to the LA's finance team within 3 months of the end of the agreed school fund year (this cannot be audited by governors).

### **Premises, Health & Safety**

4.12 To receive premises, health and safety updates in order to ensure the school is compliant with statutory health and safety regulations, and to monitor the actions on the school's health and safety action plan.

4.13 To ensure that a review of the fire risk assessment is carried out in line with recommendations from the fire risk assessor.

4.14 To ensure that appropriate arrangements are in place to keep children safe where the school facilities/premises are used by external organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities).

- 4.15 To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance, development and repair of equipment and the premises and grounds, including health and safety issues.
- 4.16 To comply with and support the Headteacher to implement competent health and safety advice.
- 4.17 To review the premises elements of the Accessibility Plan.
- 4.18 To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity).
- 4.19 To be aware of any safety alerts that are issued to schools and ensure that appropriate action is implemented.
- 4.20 To be aware of any significant incidents that have occurred in the school, and support the Headteacher with managing these.
- 4.21 To check the inventory annually.
- 4.22 To ensure that at least an annual inspection of the premises and grounds takes place and a cyclical maintenance plan is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
- 4.23 To approve the health and safety audit report, action plan and any accompanying documentation, prior to it being sent to Gateshead's Health & Safety team for review ahead of a health and safety audit (completed on a 3-year rolling basis).

### **Staffing**

- 4.24 To consider general staffing updates including changes to staffing.
- 4.25 To monitor staff attendance and sickness absence levels.
- 4.26 To monitor staff wellbeing, including staff survey results.
- 4.27 To monitor the amount, type and impact of staff training.
- 4.28 To review the staffing structure annually along with the curriculum and plans for improvement, to meet SFVS requirements and as part of workforce planning to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity.

## **5. Policies**

### Statutory

- 5.1 To ensure a Charging and Remissions Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.2 To ensure a Governors' Allowances Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.3 To ensure a Health and Safety Policy is established and adopted, and is reviewed and re-adopted annually (and to ensure that the Corporate and Education Health & Safety Policies are brought to the attention of the committee).
- 5.4 To ensure a Pay Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.5 To ensure a Premises Management Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.6 To ensure a Staff Behaviour Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.7 To ensure a Staff Capability Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.8 To ensure a Staff Capability Policy (sickness absence) is established and adopted, and is reviewed and re-adopted annually.
- 5.9 To ensure a Staff Disciplinary Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.10 To ensure a Staff Grievance Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.11 To ensure a Support for Pupils with Medical Conditions Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.12 To ensure a Teacher Appraisal Policy is established and adopted, and is reviewed and re-adopted annually.

### Non-statutory

- 5.13 To ensure a Financial Scheme of Delegation is established and adopted, and is reviewed and re-adopted annually.
- 5.14 To ensure a Handling Allegations of Abuse Against Employees Policy is established and adopted.
- 5.15 To ensure an Asset Management Plan is established and adopted, and is reviewed and re-adopted annually.

- 5.16 To ensure a Dinner Money Debt Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.17 To ensure a Lettings Policy is established and adopted (policy to state there are no lettings if applicable), and is reviewed and re-adopted annually.
- 5.18 To ensure a Business Continuity Plan is established and adopted, and is reviewed and re-adopted every two years.
- 5.19 To ensure an ICT Policy is established and adopted, and is reviewed and re-adopted every two years.
- 5.20 To ensure a Whistle Blowing Policy is established and adopted, and is reviewed and re-adopted every two years (Gateshead audit requirement).
- 5.21 To ensure a Non-teacher Appraisal Policy is established and adopted (best practice).

## **6. Confidential items**

- 6.1 To approve any confidential minutes of the last committee meeting and monitor any matters arising not appearing elsewhere on the agenda.

### **Staffing**

- 6.2 To be aware of any staffing issues relating to grievances, capability or disciplinary issues (notwithstanding the need to separately hold any panels in relation to these issues).
- 6.3 To approve any changes related to the staffing structure (including restructures, or requests for early retirement, secondment, flexible working, leave of absence or compressed/reduced hours).
- 6.4 To receive an (anonymised) report from the Headteacher informing of conclusions on teacher appraisal recommendations that have been moderated across the school to ensure they are consistent between teachers, providing specific detail on any appraisals that have an unsuccessful recommendation. To then determine a successful or unsuccessful appraisal based on the information held within the Headteacher's report.
- 6.5 To note the Headteacher's (anonymised) report on successful or unsuccessful appraisals for non-teachers.

### **Pay**

- 6.6 To note that eligible teachers will be awarded pay progression on the basis of one point per appraisal period, unless their performance is being managed in line with the Schools' Formal Capability Policy and Procedure.

6.7 To receive recommendations from the Headteacher on applications for progression on to the upper pay range, based on the Headteacher being satisfied that the teacher is highly competent in all elements of the Teachers' Standards (England) and that the teacher has made substantial and sustained achievements and contributions to the school. To then determine whether to progress main pay range teachers on to the upper pay range.

**7. Reporting to the governing body**

7.1 The committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the Governance Professional to the governing body for inclusion with the agenda of the next meeting of the governing body.

7.2 The committee Chair (or, if the committee Chair is not present at the governing body meeting, any other member of the committee who was present at the committee meeting) shall report to the governing body on any actions undertaken by the committee, as delegated to the committee by the governing body, including but not limited to the approval of any policies.