

## Terms of Reference Resources Management Committee

### MEMBERSHIP

1. Nine Governors including the Head of School.
2. In Attendance
  - ❖ Head of School or Deputy Head
  - ❖ Governors assigned to Resource Management Committee
  - ❖ The Business Manager
  - ❖ SLT Links to Resource Management Committee
  - ❖ Clerk to the Governors
  - ❖ Such others as the Finance Committee may from time to time wish to invite
  - ❖ (All members of FGB are welcome to attend)
3. The Resources Management Committee shall have the power to co-opt additional members.
4. A quorum of the Resources Management Committee shall **be 5 members**. The Head of School **does not** form part of this quorate number.
5. The Committee will be chaired by a Governor, to be elected from the Governors on the Committee.
6. The Committee will meet at per the set meeting schedule, (this will be at least twice termly).
7. The Local Governing Body of Alsager School will ensure that the membership of the Resources Management Committee includes governors with appropriate expertise and experience in areas for which the committee is responsible.



**New Functions of Resources Management Committee**

1. To oversee, support and challenge the preparation of an annual draft budget and three-year financial forecast and recommend them to the Local Governing Body and the Trust Board for approval
2. To monitor income and expenditure against budget, and review cash flow and the three year financial forecast, twice termly and to report progress to the Local Governing Body, recommending any necessary action
3. To oversee financial management and ensure that the school achieves value for money in all of its activities
4. To ensure that the Academy operates in line with the Trust's Financial Regulations Manual and responds to any issues raised by the Trust's programme of Internal Audit
5. To oversee the development of a Marketing Strategy designed to achieve the Trust's and the Academy's vision, promote community engagement, including liaison with local primary schools, and ensure a successful future. To recommend the Marketing Strategy to the Local Governing Body for its approval
6. To receive regular reports on the implementation of the Marketing Strategy from senior leaders. To monitor, support and challenge action designed to achieve agreed marketing objectives, and to ensure that the impact of marketing activities is regularly reviewed and value for money achieved
7. To oversee the development of human resources strategy to ensure that staffing structures are appropriate and affordable, and that staff are of the high quality necessary to deliver the Trust's and the school's vision
8. To receive regular reports on human resource matters from senior leaders to enable the Committee to fulfil its responsibilities and to report to the Local Governing Body as required
9. To monitor and review action with regard to Health and Safety to ensure a safe and secure working environment for all students and staff and that all legislative and Trust requirements are met
10. To receive and consider the outcomes of an annual Health and Safety Review commissioned from an expert provider, and to ensure appropriate management action is taken where necessary
11. To receive and consider regular Accident/Incident Reports and to monitor progress in ensuring that reporting reflects best practice and that accidents/incidents are reduced to a minimum
12. To oversee the development, and review progress against, a Health and Safety Action Plan



**NEW TERMS OF REFERENCE  
RESOURCES MANAGEMENT COMMITTEE  
Approved at FGB Meeting on November 24<sup>th</sup> 2021**

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13. To propose a strategy for the development and maintenance of the school's estate in line with its and the Trust's vision and, within available resources, to ensure the high-quality accommodation required to support teaching and learning and business development
14. To receive, consider and act on guidance from the Department for Education, the Education and Skills Funding Agency (ESFA) and other official sources with regard to the Committee's areas of responsibility
15. To act as the Pay Committee for the School
16. To monitor the School's risk register, using it to inform decision making.
17. To monitor the school's income and expenditure in relation to Pupil Premium funding and Catch Up funding
18. To review and develop policies as per the Policy review schedule (to be put together)
19. To deal with any matters that may arise within the overall remit of the committee that are not addressed in the above terms.



### **Appendix 1 - Staff Grievance Committees**

- The staff grievance committee will be drawn from the Resources Management committee
- The grievance appeal committee will be drawn from the remainder of the governing body  
The Head of School will attend both the grievance committee and the appeal committee, in an advisory capacity only.

The committees will consist of at least three governors, excluding the Head of School, and no governor will be common to both.

The grievance committee will not involve the chairperson of governors, who will chair the appeal committee.

### **Appendix 2 - Staff Disciplinary Committee**

The committee will consider any recommendations from the Headteacher to dismiss a member of staff and such other disciplinary matters as may be brought to their attention.

Committees:

- The staff disciplinary committee will be drawn from the Curriculum and Personnel committee
- The dismissal appeal committee will be drawn from the remainder of the governing body.

The Headteacher will attend both the disciplinary committee and the appeal committee, in an advisory capacity only.

The committees will consist of at least three governors, excluding the Headteacher, and no governor will be common to both.

The dismissal committee will not involve the chairperson of governors, who will chair the appeal committee.

The committees may be advised by the Director of Education or her/his representative.

### **Appendix 3 - Redundancy**

The Resources Management Committee will review the staffing establishment annually at the time of budget delivery and, if necessary, notify the LA, the staff and their professional organisations of any potential redundancy.

In the event of a potential redundancy the Chair of Governors will withdraw from the committee. The remainder of the committee will follow LA guidelines in order to establish the criteria that will be applied to make staff redundant.

In the event of an appeal, a redundancy appeal committee will be formed from the remainder of the governing body.