Education, Schools and Inclusion
Gateshead

Gateshead Council

HARLOW GREEN COMMUNITY PRIMARY SCHOOL

# RESOURCES COMMITTEE - TERMS OF REFERENCE
## Autumn Term 2026 update

**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 Responsibilities**

4.4 Budget monitoring reports – statutory/best practice: the DfE recommends that Governors receive monitoring reports at least 6 times per year. Ensure reports include numeric data (profiled budget, spend to date, end-of-year projections) and narrative explanations for variances.

4.5 End of Year Budget and 3-Year Budget Approval – the governing body **must** agree and manage the school budget and set a budget that maintains the school's financial viability. Multi-year budgeting (3-years) is strongly recommended for effective financial planning.

4.6 Pupil Premium monitoring - schools **must** publish a Pupil Premium Strategy statement by 31st December each year, explaining how funding is spent and the impact on disadvantaged pupils. Committee to ensure the published statement meets DfE requirements and is updated annually.

4.7 PE and Sport Premium monitoring – Primary schools **must** publish a report by 31 July each year detailing PE and sport premium spending, including the required breakdown and swimming data. Governors **must** ensure the report is on the website, includes all required information, and is updated by the deadline.

4.8 Service Level Agreements / Contracts – oversight of contracts and SLAs above delegated limits is good practice and aligns with financial control expectations.

4.9 Value for Money and Benchmarking – Governors **should** use financial benchmarking annually to compare spend and challenge value for money.

4.10 Reporting on Use of Resources – assessing and reporting on the impact of resource is good practice and specifically required by Gateshead audit. 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 School Fund Audit – 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. **Governors must not audit the fund themselves.**

**Premises, Health & Safety**

4.12 Health and Safety Updates and Action Plan Monitoring – Governing boards **must** ensure the school complies with health and safety law. This includes monitoring compliance and holding leaders to account for implementing the health and safety policy and action plan. Governors to receive regular updates and **should** monitor the action plan.

4.13 Fire Risk Assessment Review – school **must** have a fire risk assessment and review it regularly, especially after significant changes or as recommended by the assessor. Governors to ensure reviews are scheduled and outcomes/actions are monitored.

4.14 Use of Premises by External Organisations – the board **must** ensure safeguarding arrangements are in place when premises are used by external groups, as outlined in KCSIE. Governors to ensure hiring agreements/lettings policies include safeguarding arrangements.

4.15 Support and Guidance on Premises and H&S – the board's role is strategic, not operational. Governors **should** support and challenge the Headteacher, ensuring maintenance, development, and repairs are well managed.

4.16 Competent H&S Advice – schools **must** have access to competent health and safety advice, as outlined in Health and Safety at Work Act 1974. Governors to ensure the Headteacher has access to such advice, and the board supports its implementation.

4.17 Reviewing the Accessibility Plan – schools **must** have an Accessibility Plan that is reviewed regularly, including premises aspects, as outlined in the Equality Act 2010. Governors to ensure the plan is up to date and covers premises.

4.18 Professional Surveys and Emergency Works – arranging surveys and emergency works as needed is good practice. The Headteacher is permitted to act in emergencies to protect health and safety, ensuring this is delegated and documented.

4.19 Safety Alerts – Boards **should** be aware of safety alerts and ensure appropriate action is taken.

4.20 Significant Incidents – Boards **must** be informed of significant incidents and support the Headteacher as needed, ensuring lessons are learned and actions are taken.

4.21 Annual Inventory Check – required by Gateshead Audit. Governors to ensure this is completed and documented.

4.22 Annual Premises Inspection and Maintenance Plan – at least one annual inspection and a cyclical maintenance plan are required by Gateshead audit. Governors to ensure inspection is carried out, issues are identified, and actions are monitored.

4.23 H&S Audit Report Approval – approving the H&S audit report and action plan before submission to the LA is a Gateshead Council requirement. Governors to ensure timely approval and submission in line with the 3-year audit cycle.

**Staffing**

4.24 General Staffing Updates – the governing board **should** receive regular updates on staffing, including appointments, resignations, and changes to roles, to fulfil its strategic oversight responsibilities. Updates should not include confidential or personal details inappropriately; any sensitive matters should be discussed in a confidential section.

4.25 Monitoring Staff Attendance and Sickness Absence – monitoring staff attendance and absence is part of the board's responsibility to ensure effective staffing and to identify any trends or issues that may affect school performance or staff wellbeing. Data should be anonymised and reported at a strategic level to avoid identifying individuals.

4.26 Monitoring Staff Wellbeing – the board **should** monitor staff wellbeing, including reviewing staff survey results, as part of its duty of care and support a positive working environment. Ensure actions are taken in response to survey findings and that wellbeing is a regular agenda item.

4.27 Monitoring Staff Training – Governors **must** ensure staff receive appropriate training for their roles, especially in areas such as safeguarding, health and safety, and SEND. Monitor not just the quality but the impact of training. Ensure statutory training, e.g. safeguarding, is up to date for all relevant staff.

4.28 Annual Review of Staffing Structure – the board **must** ensure that the staffing structure is fit for purpose and financially sustainable. The Schools Financial Value Standard (SFVS) requires an annual review of the staffing structure as part of workforce planning. The review should consider the curriculum, school improvement plans, and financial implications. Any changes should be clearly documented and justified.

## 5. Policies

| Policy | Statutory Requirement | Review Frequency | Notes |
|---|---|---|---|
| **Charging and Remissions Policy** | Must (statutory for all schools) | Annually | Required by Education Action 1996 |
| **Governors' Allowances Policy** | Must (statutory for maintained schools) | Annually | Required by School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 |
| **Health and Safety Policy** | Must | Annually | Required by Health and Safety at Work Act 1974; ensure Corporate and Education H&S policies are also referenced |
| **Pay Policy** | Must | Annually | Required by School Teachers' Pay and Conditions Document |
| **Staff Behaviour Policy** | Must | Annual | Also known as the Staff Code of Conduct, required by KCSIE |
| **Staff Capability Policy** | Must | Annually | Required by School Staffing Regulations 2009 |
| **Sickness Absence Policy** | Must | Annually | Often included in Capability / Absence Management |
| **Staff Disciplinary Policy** | Must | Annually | Required by School Staffing Regulations 2009 |
| **Staff Grievance Policy** | Must | Annually | Required by School Staffing Regulations 2009 |
| **Support for Pupils with Medical Conditions Policy** | Must | Annually | Required by Section 100 of Children and Families Act 2014 |
| **Teacher Appraisal Policy** | Must | Annually | Required by Education (School Teachers' Appraisal) (England) Regulations 2012 |
| **Premises Management Policy** | Must (for maintained schools) | Annually | DfE expects schools to have arrangements for premises management; may be covered in H&S or separate. |

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| **Financial Scheme of Delegation** | Gateshead Requirement | Annually | Essential for financial controls |
| **Handling Allegations of Abuse Against Employees Policy** | Gateshead Requirement | Annually | Should align with KCSIE and LA Guidance |
| **Asset Management Plan** | Gateshead Audit Requirement | Annually | Good practice for premises and finance |
| **Dinner Money Debt Policy** | Gateshead Audit Requirement | Annually | Good practice for financial management |
| **Lettings Policy** | Gateshead Audit Requirement | Annually | Must state if no lettings; ensures safeguarding and H&S for external users |
| **Business Continuity Plan** | Gateshead Audit Requirement | Every 2 Years | Good practice for risk management |
| **ICT Policy** | Gateshead Audit Requirement | Every 2 Years | Covers data protection, e-safety, and IT use |
| **Whistle Blowing Policy** | Gateshead Audit Requirement | Every 2 Years | DfE expects all schools to have one; best practice |
| **Non-teacher Appraisal Policy** | Best practice | Every 2 Years | Ensures appraisal for all staff, not just teachers |

## 6. Confidential items, Staffing and Pay

6.1 Approval of Confidential Minutes – approving confidential minutes and monitoring matters arising is a standard governance practice. Ensure confidential matters are recorded separately and securely, with access related to those entitled to see them.

6.2 Awareness of Staffing Issues (Grievance, Capability, Disciplinary) – the governing body **must** have procedures in place for handling staff grievances, capability and disciplinary matters as per the School

6.3 Staffing Structure - 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 Teacher Appraisal - 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.