



Alameda Middle School

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TERMS OF REFERENCE FOR THE GOVERNING BODY'S RESOURCES COMMITTEE 2025-2026

General terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the school improvement priorities.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To undertake audit committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure	
Clerk	in the absence of the clerk the committee will choose a clerk for that meeting from among their number (not the Headteacher).	
Quorum	at least THREE governors.	
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.	
Chair/Vice Chair	to be elected annually by the committee. In the absence of the chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).	
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors. The chair (or in his/her absence another member of the committee) to give a summary and highlight actions at the next FGB meeting.	
Finance		
1	To comply with the requirements of the Funding Agreement and Academies Financial Handbook.	
2	To consider the school's indicative funding in advance of the financial year and assess its implications for the school, in consultation with the Headteacher, drawing any matters of significance or concern to the attention of the governing body.	
3	To consider, in the context of the overall School Development Plan and Medium Term Financial Plan for the school and priorities determined by other committees, the Annual Budget plan for presentation and approval by the full governing body.	
4	To recommend financial delegations to the FGB for the Headteacher's day to day management of the school and record these in the school's Financial Scheme of Delegation.	



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5	To ensure that identified financial priorities in the School Development Plan are reflected in the annual budget plan and the longer term financial development plans for the school.	
6	To review, and update as appropriate, the Financial Management Policy/Procedures	
7	To approve any virements made by the Headteacher up to values specified in the Financial Management Policy/Procedures and Financial Scheme of Delegation.	
8	To agree the use of surplus/reserve funds to support the school development plan priorities within values specified in the Financial Management Policy/Procedures and Financial Scheme of Delegation.	
9	To monitor income and expenditure, cashflows and balance sheets on a monthly basis throughout the year of all delegated and devolved funds against the annual budget plan.	
10	To monitor the use of all specific funds (eg Pupil Premium, Sports Premium, CatchUp7) available to the school to ensure they are deployed for the purposes for which they are allocated.	
11	To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act and Charity Commission requirements.	
12	To receive auditors' reports and to recommend to the governing body action as appropriate in response to audit findings.	
13	To monitor the implementation of audit recommendations and ensure that all appropriate controls and processes are in place. For Risk and Audit purposes, Staff Governors are excluded.	
14	To recommend to the full governing body the appointment or reappointment of the auditors.	
15	In relation to capital expenditure, to receive recommendations for expenditure on capital projects, ensure tendering processes have been followed, make recommendations to the FGB and monitor expenditure.	
16	To ensure value for money, regularity and propriety in relation to the management of funds including benchmarking of key expenditure and performance indicators.	
17	To evaluate the Academy's capacity to manage financial risk and direct the Academy's programme of internal scrutiny.	
18	In respect of contracts and leases, to ensure that contracting procedures have been followed, to consider new or amended contracts and to monitor all contracts.	



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19	To approve arrangements and a scale of charges for the letting of the school premises and facilities.	
20	To approve Charging and Remissions arrangements.	
21	To approve the school's arrangements for employees to raise concerns in confidence including review of Whistle Blowing Procedures.	
22	To consider insurance purchased is appropriate and fully covers all personnel, volunteers and pupils involved in activities within and out of school hours.	
23	To consider that the school has a coherent ICT strategy and investment plan appropriately resourced to meet the school's current, medium and longer term requirements.	
24	To consider that the school's computing and ICT operations meet legal requirements (licensing, security, GDPR, e-safety etc) and support ICT and computing as a curriculum subject as well as supporting teaching and learning across the curriculum and supporting effective and efficient school administration (financial reports, reports to parents, virtual learning etc).	
Premises		
25	To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school premises.	
26	To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.	
27	To establish and keep under review an Asset Management Plan and an Accessibility Plan.	
28	To monitor and oversee premises-related funding bids.	
29	To approve, and monitor the implementation of, the Emergency/Business Continuity Plan.	
30	To monitor and approve lettings of the premises in accordance with school policy.	
Health and Safety		
31	To ensure that all governors and staff have access to, and comply with, Health and safety legislation/policies/procedures, codes of practice and risk assessments.	
32	To ensure that an annual Health and Safety audit is completed and to monitor the actions arising from the audit.	
33	To conduct a termly Health and Safety walk around of the school and complete and monitor any remedial action required.	
34	To monitor to ensure that effective and safe programmes are in operation including compliance with risk assessments.	



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35	To ensure that a Fire Risk Assessment is in place and reviewed regularly.	
48	To monitor the operation of the School's Appraisal Policy – ensuring that the process is robust, open, consistent and fair and that appraisal objectives are aligned to the School Development Plan.	
49	To review and approve policies identified within the school's policy review schedule and in accordance with this committee's delegated powers.	
36	To monitor accidents, incidents and dangerous occurrences on a regular basis ensuring that these are reported to the Health and Safety Executive where appropriate and that appropriate remedial action has been taken to prevent a recurrence.	
Personnel		
37	To ensure that the school is staffed sufficiently to fulfil the school development plan, curriculum requirements and the effective operation of the school.	
38	To ensure that staffing policies and procedures (including recruitment procedures) follow equalities and other legislation.	
39	To ensure that Safer Recruitment Practices are followed, with at least one member of any recruitment selection panel having attended Safer Recruitment Training.	
40	To support the recruitment of staff at the request of the Headteacher.	
41	To monitor staff absence including leave of absence requests approved by the Headteacher.	
42	To approve discretionary leave of absence and secondments (where appropriate) in line with governing body policy.	
43	To keep under review staff work/life balance, working conditions and wellbeing.	
44	To ensure procedures are in place for dealing with staff conduct, discipline and grievances.	
45	In consultation with staff, to oversee any process leading to staff reductions.	
46	To support the development of middle and future leaders taking account of succession planning.	
47	To review a Performance Management/Appraisal policy for all staff.	

Adopted by the full governing body at its meeting on 07.12.23