

The Astley Cooper School

Resources Committee: Terms of Reference 2025-26

Name of School:	The Astley Cooper School	
Name of committee:	Resources Committee	
Date agreed:		
Review date:	May 2026	
Chair of committee:		
Clerk:	Tracey Middleton	
Membership:	Anne James (Co-opted Governor) Christian D'Amico (Co-opted Governor) Mark Bagley (Co-opted Governor) Jacqueline Moore (Co-opted Governor) Jason Lee (Co-opted Governor) Sam Orsborne (Headteacher)	Chair Vice Chair
Quorum:	At least three governors who are members of the committee	
Meetings:	Meeting frequency: One meeting per Term	

The committee has delegated responsibility to:

Finance

1. Review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans.
2. Maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities.
3. Present an annual budget to the full governing body for approval.
4. Monitor actual income and expenditure at least once a term against the approved budget.
5. Benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency.
6. Ensure that sufficient funds are allocated for staff pay increments.
7. Report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity.
8. Monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes.
9. Review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
10. Approve expenditure and virements of sums over [INSERT] – sums below this amount are delegated to the headteacher.
11. Undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS.
12. Ensure local authority financial procedures are complied with.
13. Receive and act upon any issues identified by a local authority audit.
14. Ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services.
15. Assess the school's insurance cover to ensure that it provides adequate protection against risks.

Staffing

16. Review the staffing structure of the school annually, ensuring that it meets the requirements of the school development plan, the curriculum and is affordable.
17. Consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
18. Review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates.
19. Oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management.
20. Review pay decision data to ensure that pay increments are awarded fairly.
21. Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice.
22. Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

Premises, Health and Safety

23. Ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
24. Ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances.
25. Monitor the completion of actions and recommendations arising from risk assessments.
26. Review the school's accessibility plan.
27. Receive an annual health and safety audit report and monitor any arising actions.
28. Receive a regular report on accident statistics, near misses, incidents of violence or aggression.
29. Ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them.
30. Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
31. Monitor the health and safety training that staff and governors undertake.
32. Review, adopt and monitor all policies delegated by the board.

The Annual Planner sets out the schedule of work within the remit of the Resources Committee

[Annual Planner 2025-26](#)