

University of Birmingham School Resources Committee Terms of Reference

Review Frequency	Annually	Review date	February 2016
Governing Committee Responsible	Resources	Next Due	February 2017
Governor Approval (date)	23 March 2016	Website	
Staff Responsible	M Roden	Date Produced	January 2015

Appointment, Procedure and Quorum

- Up to **four** Governors shall form the Committee and these shall be appointed annually by the Board of Governors at its first normal meeting in each school year. The Committee may also choose to co-opt up to **two** external members, provided that the majority of members are Governors.
- The Governing Body shall elect a Chair, or the Committee shall elect its own Chair at the first meeting in each school year**, and he/she shall hold office, provided he/she remains a Governor and member of the Committee until the appointment of his/her successor. No person employed at the School may be the Chair.
- The Principal shall be ex-officio a Member of the Committee and the Chair of the Board of Governors (if not a member) shall be invited and entitled to attend.
- Any question coming before the Committee shall be decided by a majority of members present and voting except that, in the case of an equality of votes, the Chairman shall have a casting vote. A vote should only be taken if a majority of members present are Governors.
- The Committee shall determine its own dates of meetings but meet at least once a term. This does not preclude further special meetings which, with the agreement of the Chairman of the Committee, may be arranged at any time between scheduled meetings. Alternatively, any three members may requisition a meeting.
- Meetings shall be called by the Clerk to the Governors or his/her representative in writing and/or by email, giving seven clear days' notice and a copy of the agenda of the meeting. Proposals or reports involving questions of substance shall be in writing and circulated with the agenda.
- Minutes of the meetings shall be kept and, except for Minutes which the Committee determines to be confidential, shall be circulated to the next Meeting of the Governing Body.
- The quorum for the Committee shall be **three** members of the Committee, of which a majority are Governors.

Terms of Reference

1. Premises and capital management

The Resources Committee shall:

- Oversee the School's capital programmes, including the conclusion of the defects period on the main construction and the planning and approval of any subsequent capital projects and investment;
- Keep under review the School's Lease and Licence to Occupy the site, as well as any other relevant operating leases;
- Ensure that the School has robust procedures in place for the proactive management and maintenance of the building and its assets, including health and safety, and compliance;
- Keep under review the maintenance and service contracts relating to the premises, ensuring effective procedures adhered to and excellent value achieved;

- Ensure that the School has appropriate insurance policies in place that deliver good value and cover the breadth of the School's activities.

2. Financial Management

The Resources Committee shall:

- Approve and monitor the School's long-term financial plan, annual budget, and monthly management accounts, ensuring the School is able to operate effectively, that it is compliant with its own regulations, as well as those from the EFA and University, and that it can fulfil its strategic priorities;
- Monitor and review the School's Income Generation strategy, ensuring it is appropriately resourced and can generate appropriate levels of income;
- Establish and keep under review the School's charging, remissions and expenses policies;
- Ensure that all contracts and Service Level Agreements have been appropriately procured, against the School's own procedures, are well managed by the School, and deliver excellent value;
- Review and approve any finance leases, as appropriate.

3. HR

The Resources Committee shall:

- Approve and keep under review the Staff pay policy, annual pay awards and the annual recruitment cycle;
- Undertake a regular benchmarking exercise of staff salaries, ensuring the School offers comparable salaries to the National Teachers Pay and Conditions, and the University of Birmingham;
- Adopt and review all HR policies and procedures, ensuring they are compliant with legislation and best practice;
- Receive reports on staff Performance Management and approve recommendations on performance related pay.