



NEW WAVE FEDERATION RESOURCES COMMITTEE TERMS OF REFERENCE (2026 – 2027)

MEMBERSHIP

1. The membership of the Resources Committee shall be determined by the Governing Board on an annual basis.
2. Notwithstanding, the preceding provision, no less than three (3) Governors (*not employed by the School*) plus the Executive Headteacher shall serve on the Resources Committee.
3. Additional Governors may be appointed to serve on the Resources Committee as deemed necessary by the Governing Board.
4. The Chair of the Committee shall be appointed by the Governing Board on an annual basis.
5. All Governors along with the Executive Headteacher shall have a deliberative vote on all matters determined by the Resources Committee.
6. Notwithstanding clause (5), the Executive Headteacher shall not exercise a deliberative vote (or otherwise) on any matter that relates to the Executive Headteacher's pay and conditions.
7. Notwithstanding clause (5), no Governor shall exercise a deliberative vote (*or otherwise*) on any matter which is being determined by the Resources Committee that he or she has an interest (*pecuniary or non-pecuniary*). In any case, the statutory provisions on declaration of interest by Governors, along with rules on conflicts of interest shall apply.

QUORUM

1. At the start of every meeting, no less than three (3) Governors plus the Executive Headteacher (or her representative) shall form a quorum.

FREQUENCY OF MEETINGS

1. The Resources Committee shall hold at least one meeting per school term, and shall provide written minutes to the Full Governing Board (along with any updates on the exercise of its powers).
2. Additional meetings may be called as deemed necessary by the Committee.

The Mandate of the Resources Committee is to:

FINANCE

1. Ensure a strategic approach to planning a budget that reflects the prioritised educational objectives of the school;
2. Plan, approve and present the budget to governors for approval;
3. Monitor the budget ensuring expenditure stays within limits, acting on significant variances and reporting to the Governing Board;
4. Approve the allocation of new, unallocated or surplus funds and /or the virement (transfer) of funds between budget headings, up to a limit of £50,000 for both revenue and capital spending;
5. Ensure the school reports online on the use of the Pupil Premium Funding and PE & Sports Grant;
6. Monitor adherence to all financial controls and procedures as set out by the London Borough of Hackney;
7. Review procedures for financial monitoring and control annually;
8. Approve and review the Financial Procedures manual annually;
9. Approve contracts up to £50,000 for both revenue and capital spending (amounts in excess of £50,000 must be approved by the Governing Board);
10. Ensure contracts are awarded and tendering carried out in line with London Borough of Hackney financial regulations;
11. Ensure day to day financial management is established on firm principles of monitoring and control and that all decisions are taken according to the financial standing orders of the London Borough of Hackney; and
12. Require monitoring reports of expenditure and income at each meeting of the Committee.

PERSONNEL AND COMMUNITY

1. Undertake the recruitment of the Executive Headteacher/Headteachers/Deputy and Assistant Headteachers;
2. Ensure that an agreed and documented staff structure is in place and that all staff have appropriate job descriptions;
3. Ensure that health and safety, welfare, disciplinary, code of conduct and grievance procedures are known by staff;
4. Monitor and review recruitment and selection procedures and the retention of staff;
5. Oversee the implementation of the appraisal/pay policy including the receipt of an annual report from the Executive Headteacher; and
6. Promote community cohesion within the locality, extended services and community use of facilities, bringing members of the community together through provision of activities both in and out of school hours.

PREMISES

1. Audit and review the use of premises, equipment and resources to ensure that they match school development priorities;
2. Ensure that a premises development plan is in place;
3. Ensure that the premises, security, cleaning and maintenance arrangements are in place and in order;
4. Ensure compliance with health and safety standards, review policy and practices, monitor risk assessment and consider periodic health and safety reports by ensuring an appointment of a Health and Safety governor;
5. Consider and progress capital building works; and
6. Request the annual monitoring of the schools Asset Registers

POLICY RESPONSIBILITY

The Resources Committee shall be responsible for reviewing, agreeing and submitting the following policies for ratification and adoption by the Governing Board:

- ❖ Accessibility Plan
- ❖ Charging and Remissions
- ❖ Equalities, Information and Objectives
- ❖ Health and Safety
- ❖ Online Safety
- ❖ Sex Education
- ❖ Special Educational Needs
- ❖ Supporting Pupils at School with Medical Needs
- ❖ Emergency Management Plan
- ❖ Schools Lettings

Adopted by the Governing Board:
Date of Next Review:

October 2026
September 2027