

University of Birmingham School Resources Committee Terms of Reference

Review Frequency	Annually	Review date	29 November 2023
Governing Committee Responsible	Resources Committee	Next Due	November/December 2024 (tbc)
Staff Responsible	Colin Townsend		

Appointment, Procedure, and Quorum

1. Up to **five** 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.
2. **The Governing Body shall elect a Chair, or the Committee shall elect its own Chair at the first meeting in each school year**, and they shall hold office, provided they remain a Governor and member of the Committee until the appointment of their successor. No person employed at the School may be the Chair.
3. 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.
4. 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 Chair shall have a casting vote. A vote should only be taken if a majority of members present are Governors.
5. 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 Chair of the Committee, may be arranged at any time between scheduled meetings. Alternatively, any three members may requisition a meeting.
6. Meetings shall be called by the Clerk to the Governors or their representative in writing and/or by email, giving fourteen 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.
7. 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.
8. 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 approval of any 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 resourcing implications for health and safety, and compliance;

- Keep under review the maintenance and service contracts relating to the premises, ensuring effective procedures adhered to and good 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 ESFA and University, and that it can fulfil its strategic priorities;
- Monitor and review the School's Income 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 good value;
- Review and approve any finance leases, as appropriate;
- Ensure that the School maintains an up-to-date and accurate asset register.

3. Human Resources (HR)

The Resources Committee shall:

- Approve and keep under review the impact of the Staff pay policy, annual pay awards and the annual recruitment cycle; on the School's budget.