



The Bellbird Primary School

'Soaring to Success'

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The Bellbird School Governing Body



Terms of Reference (R&P)

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Next review due by:	September 2027	

THE BELLBIRD PRIMARY SCHOOL
Terms of Reference for Resources and Partnerships Committee

1. MEMBERSHIP

- 1.1 The Resources and Partnerships committee shall consist of not less than four governors and the headteacher (or his/her representative).
- 1.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- 1.3 Other members of the governing body may attend meetings of the Resources and Partnerships committee and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

- 2.1 The quorum shall be four governors and the Headteacher or his/ her representative.

3. MEETINGS

- 3.1 The Committee shall meet at least termly, or more frequently as may be required from time to time.
- 3.2 Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

4. CHAIR

- 4.1 The chair and vice-chair of the committee shall be elected annually at the first meeting of the Autumn

5. STANDING ORDERS

- 5.1 The agenda for the meeting shall be distributed at least seven days before the meeting.
- 5.2 A summary of decisions taken and points for action will be noted on a copy of the agenda as a record of the proceedings of the meeting.
- 5.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 5.4 A report of proceedings of meetings of the Resources and Partnerships committee shall be circulated with the papers of the next full meeting of the governing body.

PERSONNEL

The Resources and Partnerships committee will have delegated powers from the governing body to:

- a) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations),
- b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from this committee,
- c) draft and recommend for adoption a strategic staffing plan and agree the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
- d) establish and regularly review personnel policies and procedures and ensure familiarisation with DfES guidance, in particular in relation to statutory requirement and EPM documentation.
- e) report to the governing body on all staff matters which relate to conditions of service.
- f) advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- g) determine and monitor the appointments procedure on behalf of the governing body.
- h) delegate to the headteacher all matters relating to the day-to-day selection, management and supervision (and dismissal) of the staff employed at the school.
- i) ensure that governors on the Resources and Partnerships committee and other committees which have personnel and financial responsibilities are aware of and understand those responsibilities.
- j) ensure that all staff have an effective induction programme and compliance with the induction requirements for Early Career Teachers.
- k) comply with the performance management regulations for teachers.
- l) ensure compliance with up-to-date Safer Recruitment Guidance.
- m) form a salary appeals committee when required

PROPERTY

The committee acts for the full governing body in all matters relating to governors' responsibilities under the law relating to the school buildings and grounds and for health and safety matters, in accordance with LA practice and requirements.

Purpose

- 1 To liaise with the Local Authority and others to develop detailed specifications for building works for the agreement with the governing body.
- 2 To oversee the maintenance of the school ground and premises.
- 3 To ensure safe and healthy working practices and receive reports from the Health and Safety Committee
- 4 To oversee agreed lettings arrangements and in concert with the School Business Manager to make recommendations accordingly to the full governing body.
- 5 To ensure compliance with environmental legislation and regulation.
- 6 To ensure the safety and security of all visitors and users of the site.
- 7 To make recommendations to the full governing body on suggested priorities for inclusion in the Asset Management Plan, in relation to capital and revenue items.

Working practices

- 1 To liaise closely with the School Site Manager in all matters relating to the school grounds and premises.
- 2 To monitor maintenance contracts for which the governing body has overall responsibility
- 3 To present to the full governing body for approval the necessary documents relating to health and safety at work.
- 4 To present to the full governing body for approval the necessary documents relating to the letting of school premises.
- 5 To arrange for regular inspections of the condition of the school premises, equipment and grounds and report annually to the full governing body on the outcome and recommendations from such inspections
- 6 To make recommendations to the full governing body on major capital works and long-term projects.

FINANCE

The committee acts under the following terms of reference in all matters relating to finance on behalf of the full governing body.

Purpose

- 1 To approve and adopt the LA Scheme of Financial Management and Financial Regulations and ensure compliance with the Schools Financial Value Scheme
- 2 To oversee financial planning within the school in the context of the School Development Plan and the policies and objectives of the school.
- 3 To set, monitor and evaluate the LMS budget, and to recommend this for approval to the full governing body.
- 4 To manage income generation
- 5 To assist in liaison with the LA and to be a channel of communication with staff on financial matters.
- 6 To agree recommendations to put to the full governing body on financial matters.
- 7 To make financial decisions up to the limit set per item by the full governing body within the budget.
- 8 To undertake such other finance related tasks as the governing body shall determine.

Working practices

- 1 Copies of budget summaries (BCR) will be made available to members of the Committee at each meeting.
- 2 Members of the Committee will bring forward matters from other Committees and take these into consideration in setting a suggested budget.
- 3 The school budget will be recommended to the full governing body in time to meet the LA submission deadline each year.
- 4 At the first Committee meeting of each, the Committee will evaluate outcomes from the previous financial year.
- 5 Spending and virement limits for the Committee and for the Headteacher will be set by the full governing body. Financial regulations will be recommended to governors by the Committee.
- 6 The Committee will monitor procedures for unofficial monies within the school, and will arrange for appropriate audit.

PARTNERSHIPS

The committee will have delegated powers from the governing body to make decisions and monitor policies on any matters regarding the school and its links with the wider community and any areas of the school's activity that promote the school outside of the school environment.

DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present will decide on the matter.