



Kingsholm C of E Primary School and Nursery

Chair of Resources Committee Role Description

Purpose of the role

The Chair of the Resources Committee is a leadership role leading the committee in overseeing personnel, financial and premises aspects of school business. The committee supports, challenges and contributes to the strategic leadership of the school and supports the school vision and ethos. The chair of resources also supports the chair of governors in their role.

Role and Duties of the Chair

1.Strategic and leadership responsibilities

The chair provides strategic leadership that allows governors to fulfil their functions by:

- ensuring the Resources Committee acts as a team
- ensuring the work of the Resources Committee supports the school's vision ethos and strategy
- working with the Chair of Governors in drawing up the Governor's Annual Plan to ensure the Resources Committee fulfils its delegated duties each year
- ensuring they or the Resources Committee seek external professional advice when appropriate

2. Wider leadership responsibilities

The Resources Chair has wider leadership responsibilities associated with the role and status of lead governor on the committee, such as:

- having an awareness that the school operates within a framework of regulations and guidance set down by the Department for Education and the County Council
- continuing to build a knowledge and understanding of wider educational issues locally and nationally, accessing training and networks, and sourcing information as appropriate

3. Developing Governors

Resources Committee members need a range of skills and knowledge to conduct their functions effectively. It is the responsibility of the committee's chair to:

- ensure the committee has the required skills and commitment to govern well, and that appointments made fill any identified skills gaps and ensure a diverse team
- lead the resources committee in reflecting on its effectiveness and is open to feedback on their own performance
- ensure all members of the committee have a thorough understanding of their role and receive appropriate induction and ongoing development as required

- ensure members of the committee act in line with the governor's agreed code of conduct and with financial and personal probity
- ensure that committee members are involved, feel valued and encourage their development

4.Working with school leaders

The Chair of the Resources Committee must develop effective working practices which are mutually supportive. It is the responsibility of Chair of the Committee to:

- build and encourage professional relationships with the Headteacher, Chair of Governors, Clerk, School Business Manager and Site Manager which allow for honest conversations, acting as a sounding board and ensuring there are no surprises at meetings
- ensure all committee members concentrate on their strategic role and hold the headteacher to account

Influencing improvement and achieving outcomes

The committee's activities should be focused on school improvement and achieving providing the best environments for pupils to enable them to achieve the best outcomes. The chair of the committee is expected to:

- work with school leaders to ensure the committee has the information it needs to monitor the implementation of policies and the financial health and sustainability of the school
- evaluate and question information to identify appropriate actions, modelling this approach for other committee members
- lead in positively challenging and questioning proposals put to the committee and monitoring outcomes
- take the lead in representing the Resources Committee at relevant external meetings

Leading resource committee business

The Chair of the Resources Committee is responsible for the smooth and effective running of Resources Committee meetings and are required to:

- work with the clerk and other leaders to plan for committee meetings, ensuring that agendas focus on the committee's key responsibilities and strategic priorities and do not generate unnecessary work
- ensure that all papers are available in time for Governors to consider them
- ensure the committee seeks guidance from the Chair of Governors, headteacher or Senior Leadership Team and from the Clerk before it commits to significant or controversial courses of action
- ensure that decisions taken at the meetings of the Resources Committee are properly recorded and implemented
- chair meetings effectively and promote an open culture on the committee that allows ideas and discussion to thrive while ensuring clear decisions are reached as quickly as possible

Written by	Chair of Governors, Vice Chair & Resources Chair
Policy reference material, guidance or link policies	NGA model Chair Role Description 2021 Resources Committee Terms of Reference
Reviewed by	Headteacher
Ratified by	Full Governing Body
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