Whitworth Community High School
Leadership, Management and Resources Committee
Terms of Reference 2026-2027

The core purpose of our governing body is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The core purpose of the LMR committee is to:

- oversee the financial performance of the school and ensure value for money, specifically funding school priorities as identified in the SIP;
- support, challenge and help drive forward the school's priorities with a focus on improved outcomes for students.

Membership:

a) The committee shall consist of at least 8 members of the governing body, including the headteacher.
b) The committee will elect a chair from within its own membership.
c) Non-voting participants may be invited to meetings by the committee as and when required.
d) The committee shall have such associate members, non-voting, as the governing body shall appoint. The committee may make recommendations for these appointments.
e) The membership of the committee shall be reviewed and determined annually by the governing body.

Quorum:

The quorum shall be 3 governors, including the headteacher, but excluding any associate members. Governors who are members of staff must not be in the majority.

Meetings:

a) The clerk to the committee shall be responsible for convening meetings of the committee. In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (this must not be the headteacher).
b) Proceedings of any meetings held must be minuted and these minutes presented for the next meeting of the governing body.
c) The committee shall meet at least once a term and otherwise as required.

Responsibilities:

FINANCE

1. To monitor and evaluate the effectiveness of leadership and management.

2. To ensure proper and effective use of the school's financial resources.

3. To provide guidance and assistance to the headteacher and the governing body on all finance related matters.

4. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the Authority.

5. To approve virements between budget headings where the value is in excess of the sum delegated to the headteacher under the school's internal financial regulations.

6. To consider budget plans presented by the headteacher and to make recommendations for a balanced, well informed and sustainable budget to the governing body for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).

7. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and recovery funding and where necessary, make recommendations to the governing body.

8. To establish and regularly monitor a three-year financial plan using the latest available information as required by the Schools' Financial Value Standard.

9. To consider unofficial funds information provided by the Headteacher including:
    - details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund;
    - as soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the headteacher and the auditor appointed by the governing body;
    - confirmation that the headteacher has submitted the unofficial school funds information to the Authority in the required format.

10. To access, review and monitor Service Level Agreements (SLA) and to make decisions in respect of SLAs if above the limit delegated to the headteacher under internal financial regulations.

11. To approve, monitor and review all finance-based policies on behalf of the governing body, including, but not limited to, those related to charging & remissions, lettings and governors' expenses.

12. To contribute to the school development plan including consideration of the longer-term resource requirements of the school.

13. To consider the appropriate level of reserves and balances taking account of guidance produced by the Authority.

14. To consider audit reports and other relevant reports and make recommendations to the governing body.

15. To consider appropriate arrangements to meet the Schools' Financial Value Standard (SFVS).

16. To consider and advise on any financial matter referred to it by the governing body.

17. To respond, on behalf of the governing body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

STAFFING

1. To prepare staff policies for approval by the governing body.

2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.

3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the governing body adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.

4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the headteacher and one committee member the appointment of all other support staff.

5. To delegate to the Headteacher all provision of supply cover of under one term's duration.

6. To ensure that consultations take place as required (e.g. over pay policy) with all staff or with recognised trade unions.

7. To ensure that appropriate job descriptions are in place.

8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.

9. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.

10. To receive regular reports on staff absence, if not already reported to the full governing body.

11. Review annually the unit total of the school and the effect, if any on the ISR.

NOTE: The appointment of a headteacher or deputy headteacher is not a function of this committee.

PREMISES, HEALTH AND SAFETY

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.

2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body.

3. To advise the governing body on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body, are progressed and where appropriate that the payments are made.

5. To act on behalf of the governing body in monitoring the implementation and progress of all building related plans.

6. To monitor the maintenance and upkeep of the school premises and grounds.

7. Where it is the responsibility of the governing body, to make recommendations to the governing body on the appointment of consultants or the providers of premises-related services.

8. To determine the use of the school premises outside school session time including advice to the governing body on a possible charging policy which must be determined by the governing body.

9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.

10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.

11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body with regard to its compliance with health and safety regulations.

12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.

13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.

14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.

15. To examine safety inspection reports and to make recommendations where remedial action is required.

16. To be mindful of the requirements of the Equalities Act 2010.

Approved: Autumn 2025 Next Review: Autumn 2026