



Potten End CE Primary School
Resources Committee Terms of Reference

The terms of reference for the Resources Committee cover three main areas:

Finance:

- In consultation with the Head Teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3-year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of the LA, SFVS and in accordance with the schedule of delegation
- To ensure that the school's finances are a minuted standing item at all six FGB meetings of the year (SFVS requirement).
- To monitor expenditure against budget to ensure that expenditure remains within the prescribed limits
- To monitor any school voluntary funds (Amenities Account) – ensure audit
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service level agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- In consultation with the Head Teacher ensure funds are allocated in the formal budget plan for pay increments
- In the light of the Head Teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- Delegated authority for approval of financial transactions is as follows: -
 - Transactions up to £5,000 can be approved by the Headteacher
 - Transactions over £5,000 but less than £10,000 can be approved by two of: -
 - The Chair of Governors
 - The Vice Chair of Governors
 - The Chair of the Governors Resources Committee
 - The Vice Chair of the Governors Resources Committee
 - Transactions over £10,000 but less than £30,000 can be approved by a meeting of the Resources Committee
 - Transactions of £30,000 or more must be approved by the Fully Governing Body (FGB)

Safety & Safeguarding:

- To advise the Governing Board on priorities, including Health and Safety, for the maintenance, development and security of the school's premises
- To oversee arrangements for repairs and maintenance and monitor spend against budget



- In consultation with the Head Teacher and the Finance Committee, oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing board policy
- To establish and keep under review an Asset Management Plan
- To establish and keep under review an Accessibility plan within the Equalities Scheme
- To provide support & guidance to the school leadership team on significant new premises initiatives
- To carry out at least annually a health & safety risk assessment/audit and regularly monitor issues raised
- To monitor processes for educational visits, including the appointment of a named co-ordinator
- To ensure that the school's statutory duties for Safeguarding & Child Protection & LAC are in place and appropriately monitored
- To meet the statutory duties of ensuring the following policies or procedures are in place: Behaviour and Anti-Bullying, Attendance, Admissions, racist, bullying and behaviour incident logs, Equalities, Home School Agreement

Staffing & Safer Recruitment:

- To draft and keep under review the staffing structure in consultation with the Head Teacher and the Finance Committee
- To annually review the Pay Policy for all categories of staff and to be responsible for its administration
- To ensure that members of the governing board involved in recruitment have received safer recruitment training
- To oversee the appointment and recruitment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider any appeal against a decision on pay grading or pay award

Other matters:

- To review and approve policies as delegated to the committee by the FGB. Delegated policies are documented in the Policy Delegation Schedule.

Resources Committee Structure

- The membership of the Resources Committee will be a minimum of four members subject to annual review by the Governing Board. The Head Teacher will automatically be a member
- The Resources Committee can co-opt persons who are not members of the Governing Board, subject to a maximum of four members;
- Co-opted Associate Members of the Committee may not vote on any matter



23rd March 2023

The Resources Committee will meet at least termly, prior to the full Governing Board meeting where possible. Additional meetings will be held as and when required

- The quorum will be a minimum of three members, one of whom must be the Head Teacher (or his/her appointed deputy);
- Minutes will be kept of all meetings. Copies of minutes will be kept in an appropriate file and circulated to all members of the Governing Board. All minutes must be retained within a file and be made available upon request to any individual requesting them, unless confidential; an appropriate charge may be made for the reproduction of minutes to cover the cost of administration only;
- A Chair of the Resources Committee will be elected by the Committee and in the event there is no Chair/Vice Chair a decision will be made by the Full Governing Body. In the absence of the Chair at any meeting, then the Vice-Chair will act as Chair for that meeting. A Governor who is employed at the school cannot be elected Chair.
- In the absence of both the Chair and Vice-Chair at any meeting, then the Committee will appoint one of the members present to act as Chair for that meeting. A Governor who is employed at the school cannot be elected Vice-Chair.

Disqualification –

- Non-governors or observers may not vote

Date Agreed:

Agreed by:

Committee Chair :

Committee Vice-Chair:

Committee members: