

**St Catherine's VC C of E Primary School**  
**Terms of Reference**  
**Resources Committee**

Date of Approval: Autumn 2023

Date of Review: Autumn 2024

- To make decisions in respect of service 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;
  - ensure a termly Health & Safety check is undertaken and reported via RES / FGB.
  - ensure the Health & Safety Policy is reviewed and approved annually
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, and review and approve a **Lettings and Charging policy**
- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance and prioritise on major items of expenditure
- To consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other premises related issues
- In consultation with the Headteacher, oversee premises-related funding bids for recommendations to the Full Governing Board
- To establish and keep under review a Building Development Plan
- To monitor and review the staffing and financial implications of the 2FE Expansion Programme, including School Group Size and ISR.
- To monitor and review an **Accessibility Plan** (identifying and recording completed actions annually)
- To review and approve policies, delegated to the Resources Committee, in line with 'policies schedule'
- In consultation with the Budget Review Group, Headteacher and School Business manager, draft options for the School's Delegated Budget, in line with agreed SDP, for approval at full Governing Board meeting.
- 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 County Council, and in accordance with the legislation and statutory requirements
- To oversee process of Schools Financial Value Standards (SFVS)
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board and to generate additional income from sources other than the LEA
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- Monitor the Headteacher Performance Appraisal (HTPM), receiving information and guidance from the Performance Review Committee (PRC).
- To establish and recommend approval to the Governing Board of a **Pay Policy** for all categories of staff and to be responsible for its administration and review and form a sub group within the Governing Board to deal with pay issues (excludes staff governors)
- To draft and keep under review the staffing structure in consultation with the Headteacher This to be carried out annually, and also whenever a vacancy occurs
- To oversee the process leading to staff reductions (excludes staff governors)
- To advise the FGB on priorities re major items of expenditure
- In liaison with the Data Protection Officer (DPO), monitor the implementation of GDPR (General Data Protection Regulations)

Additional information:

- Chair to be elected at first committee meeting of academic year
- Committee will meet at least 3 times per academic year (at least 2 weeks in advance of full governing board meetings – where possible.
- All members of the Committee are entitled to vote. The Chair does not have a casting vote. Non-governors, either co-opted or visiting are not entitled to vote.
- Minutes of meetings will clearly record attendees, time and place, discussions and any decision, action points or recommendations to be made to the Governing Board.
- Minutes will be circulated to all members of the Committee as soon as possible after the meeting and to all governors as part of their agenda papers for Full Governors meetings (excluding staff/other matters that may require a governor panel – these items will be Part II minutes)

- The Governors have formally delegated the day-to-day management of the budget to the Headteacher within spending limits agreed in the schools agreed Scheme of Financial Delegation with discretion to vire between budget heads.
- Chair of committee to keep Chair of Governors fully informed on issues, work being undertaken and decisions being made.
- The Business Manager will be invited to all meetings to provide an update on Finance. The Caretaker will be invited to meetings where input on premises is required.

**Disqualification – Any** relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

**Quorate –** at least the Headteacher and 3 governors

<b>Governor/Associate Member</b>			<b>G/AM</b>
Jo	Devonshire	(interim Headteacher)	G
Peter	Falconbridge	(Chair of Governors)	G
Tracey	Fisher	(Business Manager)	AM
Mike	Marsh	(Chair)	G
James	Nicolson		G
Dale	Webster		G