



RESOURCES COMMITTEE TERMS OF REFERENCE

2023-2024

The main purpose of the Resources Committee is to monitor, on behalf of the Full Governing Body: the effective financial management of the school; the management and development of the School Premises; the regular administration of the School's Health and Safety Policy; and to provide advice and guidance to the Headteacher in relation thereto.

Membership:

- Members of the Committee shall be nominated and confirmed annually by the Full Governing Body at the first Full Governing Body meeting in the autumn term and the Chair and Vice-Chair of the Committee shall be elected annually by members at the first Committee meeting thereafter.
- When the Chair or Vice Chair is absent, members of the Committee will elect an acting Chair.

Quorum:

- In order for the business to proceed, three Governors (excluding the Headteacher) of the committee need to be present.

Meetings:

- The Committee shall meet at least once per term, with additional meetings as necessary.
- An agenda will be circulated at least seven days before the Committee's meeting date.
- Meetings will be professionally clerked.
- Each meeting of the Committee will be minuted. The minutes will record any decisions taken by the Committee and will be circulated to all members of the Governing Body before the next full Governing Body Meeting.
- The School Finance Officer shall normally be invited to attend each Committee meeting but shall not be entitled to vote.

Financial monitoring and planning

The Full Governing Body delegates the following responsibilities to the Resources Committee:

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.



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- To receive at least termly budget monitoring reports from either the Finance Officer or the Headteacher.
- To report back to each meeting of the Full Governing Body and alert it whenever necessary to any potential financial problems or anomalies.
- Subject to local scheme of delegations, to approve any budgetary adjustments that may be necessary from time to time.
- To review, complete and submit the School Financial Value Standard (SFVS); to undertake any remedial action identified as part of the SFVS; and to receive and act upon any issues identified by a local authority audit.
- To review, adopt and monitor all required Financial Policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the School Development Plan.
- To draft and propose to the Full Governing Body for adoption an annual school Budget taking into account the priorities of the School Development Plan.
- To ensure the sufficient funds are set aside to pay increments as set out in the school Pay Policy.
- To review and monitor service level agreements.

Premises

The Full Governing Body delegates the following responsibilities to the Resources Committee:

- To provide support and guidance for the FGB and the Headteacher on all matters relating to the maintenance and development of the School Premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is submitted to the FGB identifying any issues.
- To set out a proposed order of priorities for maintenance and development for the approval of the FGB.
- To review, adopt and monitor a Health and Safety Policy.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.

Approved by the Full Governing Body on 18th October 2023.