



**Blakedown CE Primary School  
Governing Body**

**Terms of Reference for Resources Committee**

The Resources Committee is expected to work within the following terms of reference.

<b>General</b>	<ul style="list-style-type: none"> <li>▪ To elect a chair and vice-chair</li> <li>▪ To appoint a clerk</li> <li>▪ To monitor progress against the priorities of the School Plan, particularly those related to finance &amp; premises targets</li> <li>▪ To undertake monitoring visits to the school</li> <li>▪ To make regular reports to the Full Governing Body (FGB)</li> <li>▪ To ensure that the school has in place all statutory policies and to keep these under review on a regular basis, consulting with representative stakeholders as appropriate</li> <li>▪ To meet at least once per term</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>▪ To approve the draft budget plan</li> <li>▪ To monitor Pupil Premium and Sports Premium spend and impact thereof</li> <li>▪ To make decisions on any SP carry forward</li> <li>▪ To monitor income and expenditure, ensuring that corrective action is taken where necessary</li> <li>▪ To monitor the spend and impact of the Covid-19 catch-up funding</li> <li>▪ To ensure that all in-school financial procedures are reviewed</li> <li>▪ To report monitoring and rollover to the full governing body, highlighting any significant variances</li> <li>▪ To establish and maintain an up- to- date 'balanced' budget plan projected forward as necessary, which is useful and shows clear links to the 'School Improvement' and 'Staffing' plans</li> <li>▪ To determine whether sufficient funds are available for pay increments as recommended under Appraisal arrangements</li> <li>▪ To benchmark school financial performance against similar schools and report to the Governing Body</li> <li>▪ To consider any virement decisions, at least termly and report to the Governing Body</li> <li>▪ To complete the Statement of Internal Control, annually</li> </ul>



	<ul style="list-style-type: none"> <li>▪ To ensure that the school operates within the LA Finance Scheme &amp; Accounting Procedures (as laid down in the Budget Book)</li> <li>▪ To ensure that all spending provides 'Value for Money' in terms of raising standards in education</li> <li>▪ To make decisions on expenditure following recommendations (from the Headteacher or governing body)</li> <li>▪ To use the competency matrix to update the Governor Training Plan</li> <li>▪ To ensure that the school has, or is working towards achievement of the Schools Financial Value Standard in School (SFVS)</li> <li>▪ To monitor and evaluate the management of the School Fund and to receive the audited accounts</li> <li>▪ To make regular reports to the Governing Body and ensure that key financial decisions are recorded</li> <li>▪ To review annually the Charging and Remissions policy</li> <li>▪ To review annually the Finance Policy and agree levels of delegation</li> <li>▪ To make decisions in respect of service agreements and insurance</li> <li>▪ To advise the FGB of any consultations to change the LA Finance Scheme</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>▪ To determine the staff complement in consultation with the Headteacher and recommend to the Full Governing Body</li> <li>▪ To review and agree a pay policy and pay discretions</li> <li>▪ To end the suspension of staff</li> <li>▪ To determine dismissal payments/early retirement</li> </ul>
<b>Premises and Insurance</b>	<ul style="list-style-type: none"> <li>▪ To develop and monitor a school buildings strategy or master plan and contribute to LA Asset Management Planning arrangements</li> <li>▪ To procure and maintain buildings, including a properly funded maintenance plan, replace existing resources</li> <li>▪ To seek advice from the LA or diocese where appropriate to ensure adequate levels of buildings insurance and personal liability</li> <li>▪ To monitor the maintenance plan</li> <li>▪ To establish and keep under review Critical Incident policy and procedures</li> </ul>



<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>▪ To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate</li> <li>▪ To receive a copy of the Health &amp; Safety Inspection report</li> <li>▪ To assist with the Annual Health &amp; Safety Audit</li> </ul>
<b>Membership of the Resources Committee</b>	
<b>Quorum</b>	50% of members (round up) = 4 committee members
<b>Chair</b>	Robbie Turner
<b>Vice Chair</b>	
<b>Headteacher</b>	Helen Beckford-Bond
<b>Governor</b>	Freda Griffith
<b>Governor</b>	Christine Rostron
<b>Governor</b>	Kate Ready
<b>Clerk</b>	Hannah Coleman
<b>Agreed by the governing body on</b>	<b>6<sup>th</sup> July 2022</b>
<b>Review Date</b>	<b>Summer Term 2023</b>