



COPNOR PRIMARY SCHOOL

RESOURCES COMMITTEE

TERMS OF REFERENCE



Committee approval gained in October 2025 Next review October 2026	
Policy proposed for adoption by Matt Johnson, Headteacher	
Headteacher's signature:	Chair of Committee signature:

1. **Membership:**

- 1.1. The membership should consist of no fewer than 5 members.

2. **Quorum:**

- 2.1 The committee shall be quorate when 3 of the members attend provided that at least one is a non-staff governor.

3. **Meetings:**

- 3.1 The committee shall normally meet termly unless more are required to support financial or personnel issues.
- 3.2 Minutes should be taken of all meetings and be signed by the committee chair and filed.
- 3.3 Copies of all minutes to be circulated to all Governors. Confidential minutes/notes should be sent to the Chair of the Resource Committee, Chair of the Whole Governing Board and Headteacher only and filed under separate cover.

4. **Functions:**

- 4.1 In conjunction with the Headteacher, to draft the first formal budget plan of the financial year in accordance with the priorities identified in the School Improvement Plan.
- 4.2 To establish and maintain a 5 Year financial plan.
- 4.3 The Chair to monitor the budget on a half termly basis and report to the committee termly.
- 4.4 Present an annual review of the Budget to the Whole Governing Board and advise of any adjustments.
- 4.5 To ensure the school operates within the LA's Financial Regulations.
- 4.6 To annually review policies in relation to charges and expenses.
- 4.7 To make recommendations to the Whole Governing Board in respect of Service Level Agreements.

- 4.8 To make decisions on recommended expenditure from other committees.
- 4.9 To prepare financial statements for the Annual Report to Parents.
- 4.10 To determine, in liaison with the Pay and Performance Committee, whether sufficient funds are available for pay increments.
- 4.11 To delegate authorisation to the Headteacher to approve the limit of expenditure items up to £5,000 from uncommitted funds. Over this limit and up to £10,000 must be with consultation with the Chair of Resources, Vice Chair of Resources and the Chair of Governors. For all expenditure over £10,000 approval must be sought from the Whole Governing Board.
- 4.12 To review the staffing structure annually.
- 4.13 To establish and review a Pay Policy for all staff and be responsible for its administration.
- 4.14 To approve the implementation of staff recruitment and selection policies.
- 4.15 To monitor and evaluate the implementation of Continuing Professional Development and Performance Management policies.
- 4.16 Monitor and evaluate the school and Governor training programmes. Liaison with the Governors training link for recording and audit of Governors training.
- 4.17 Oversee the process leading to staff reductions in liaison with the Whole Governing Board.
- 4.18 Develop, monitor and evaluate the implementation of Workforce Reform.
- 4.19 Monitor staff absence.
- 4.20 To consider any appeal against decisions made within the Finance and Personnel areas.
- 4.21 To advise and assist the Headteacher and Whole Governing Board on matters relating to the maintenance provision, development and safety of the school premises and site.
- 4.22 To conduct an annual review of the premises and site to identify issues for inclusion in the School Improvement Plan.
- 4.23 To monitor the health and safety aspects of the premises and site.
- 4.24 To consider and advise on the long term need for space in relation to pupil numbers and curriculum developments.
- 4.25 To monitor the running costs of the premises and recommend possible savings.
- 4.26 To review any contracts and service level agreements connected with the premises and site and make recommendations to the Whole Governing Body.
- 4.27 To monitor lettings of the school premises.
- 4.28 To receive and respond to information or regulations concerning the site or buildings.
- 4.29 To receive and respond to information and training regarding school estate matters.

- 4.30 To review and update policies concerning estates, including Fire and Health & Safety Policies.
- 4.31 To complete the annual School Financial Value Standards (SFVS) for submission to the Whole Governing Board for approval.

5.0 General:

- 5.1 Any Governor has the right to attend any committee meeting but without the power to vote.

6.0 Responsibilities of Chair of Resources (Finance, Buildings & Personnel) Committee:

- 6.1 To assist in the preparation of the annual budget for the school.
- 6.2 To review quarterly budgets and reports prepared by the Bursar, and report to the Committee on income and expenditure of the school on a regular basis.
- 6.3 To provide such information as required by the Auditors.
- 6.4 To be responsible for signing the annual accounts, ensuring that they are properly presented and ensuring records relating to the accounts are maintained.
- 6.5 The Chair to arrange for the Health & Safety Link Governor and Fire Safety Link Governor to carry out a termly walkabout.
- 6.6 Chair of Resources to report and provide evidentiary support to the Chair of Governors as required on accountability and performance of the committee.