COPNOR PRIMARY SCHOOL

RESOURCES COMMITTEE

TERMS OF REFERENCE

Committee approval gained in October 2026 Next review October 2027
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.