

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

Date of Approval: Autumn 2025

Date of Review: Autumn 2026

- To make decisions in respect of service agreements
- To monitor/scrutinise the school budget (based on monitoring reports shared monthly)
- 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
 - review reportable incidents (RIDDOR/AIRS)
- 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 receive updates for review/monitoring of Risk Register (termly)
- 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 review the Buildings Maintenance Management Plan (costs covered through capital LA bids, school funds, budget share) and receive minutes from the Buildings Management Team Meetings
- To report major items of expenditure to FGB
- To monitor pupil numbers including in-year admissions, and the impact on school budget
- To monitor and review the Accessibility Plan (identifying and recording completed actions at least annually)
- To review strategies to improve environmental sustainability
- To ensure remaining policies delegated to this committee and due for review are included on the agenda in line with policy timetable (on GovernorHub)
- 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 actively engage in process to support completion and submission of Schools Financial Value Standards (SFVS) process/audit
- 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.
- To monitor staffing (financial overview) including impact of staff absence and informed of potential staffing structure changes

Additional information:

- Chair to be appointed 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.
- In line with the annual planner, the agenda will be drafted by the Chair of Committee and shared with the Head/SBM for review at least 3 weeks prior to the meeting
- The Chair of Committee will post the agenda on GovernorHub 2 weeks before the meeting date, and the 'governor nominated to take the minutes' will send the draft to Head and Chair* (*if not the nominated person) for sign off in draft. The Chair of the Committee is responsible for filing the minutes on GovernorHub and posting a message confirming draft minutes available for viewing

- The committee Chair will check policy review dates when agenda setting and ensure policies delegated to this committee coming up for review are included on the agenda in line with policy timetable (on GovernorHub – see Policies folder linked to committee)
- Summary headlines from the Committee meeting will be shared at the following FGB meeting
- Minutes of meetings will be made to record the names of those attending, time and place, reporting, strategic governor discussions/challenge/support, action points/recommendations to be made to the Governing Board, clearly indicating decisions or recommendations.
- Minutes remain in draft until signed off at the following committee meeting and are not shared outside the governing board – confidential minutes will password protected and only shared with those who took part or were eligible to take part in the discussion but had sent apologies to the meeting.
- The Governors have formally delegated the day-to-day management of the budget to the Headteacher within spending limits agreed in the school's 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 Site Manager will be invited to meetings where input on premises is required.

Quorate – at least 3 governors and the Headteacher