

St Nicolas CE Primary School, Abingdon

Resources Committee

Terms of Reference and Standing Orders 2023-2024

1. Purpose

To ensure the sound, proper and effective use of the school's financial resources. This will include:

- holding the leadership team to account for the efficient use of resources – money, people and premises – to get the best educational outcomes for pupils.
- ensuring that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are used effectively and that the impact of this funding is measured.
- ensuring that clear procedures are in place for the performance management of all staff and for rewarding consistently good performance and to hold the headteacher to account for the effective implementation of those procedures.

2. Membership

The following full governors are members of this committee:

Lindsay Dowzall (Chair)

Alistair Weaver

Katrina Hancock (Chair of Governors)

Katrin Nolland

Lorna Page

Andy Spooner

The following are associate members of this committee:

Vanessa Chung (School Business Manager)

Associate Members of this committee cannot vote.

Clerk: Georgie Clarke

3. Quorum

Three (3) of full members

4. Meetings

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

5. Chairmanship

If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

6. Partnership with the headteacher

In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The headteacher is a member of this committee.

7. Minutes

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting.

8. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks (set in the DDP agreed September 2023):

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Finance and budgets	Approve a balanced budget each financial year and submit to the local authority (LA) ¹	✓				FGB via Resources
	Monitor school finances (including monthly expenditure)	✓	✓	✓		Resources
	Decide how to spend the delegated school budget as authorised by your local authority (LA)	✓				FGB via Resources
	Decide how far to delegate spending power to the headteacher and set financial limits ²	✓				FGB via Resources
	Enter into contracts and make payments (depending on financial limits set by Governing Body)	✓	✓		✓	HT and Resources
	Approve the Schools Financial Value Standard (SFVS)	✓				FGB via Resources
	Monitor impact of PE and sport premium funding	✓	✓		✓	P&S or Resources (depending on link Governor)
	Buildings insurance and personal liability– GB to seek advice from LA, diocese or trustees where appropriate	✓				FGB via Resources
Health and safety	Monitor the implementation of the health and safety policy	✓	✓			Resources
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓			Resources

¹ While a finance committee can approve a budget, it's best practice for it to be approved by the FGB

² Committees can make a recommendation, but it should be approved by the full board

Function	Task	FGB	Committee	Individual governor	Headteacher	We have delegated this to:
Staff performance and pay Parents and the community	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)	✓	✓			Resources
	Put in place a pay policy	✓	✓			Resources
	To adopt and review teacher appraisal policy	✓	✓			Resources
	Make sure employment law and guidance is being followed	✓	✓			Resources
	Approve staffing structure changes	✓	✓			Resources

In addition the Committee will:

- Approve transfer between budget headings (virement) within agreed limits of (£5k)
- Receive, and where appropriate respond to reports from the Local Authority's auditors
- Establish and review ordering and payment systems
- Procure and agree a maintenance strategy for new buildings including developing a properly funded maintenance plan (*NB this may subsumed into Long Term Maintenance Plan and Premises Management Policy which are due to be addressed in the coming months*)
- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body
- Contribute to governing body and school self review
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee
- Review and approve policies delegated to the Resources Committee as follows:

Policy/document	Review Frequency	Approval	Staff Lead	Governor Lead	Last Reviewed	Next Review
Adoption leave & pay scheme	Biennial	HT (R)	AS	-	Nov-23	Nov-25
Capability of staff	Biennial	Resources	AS	KH	Oct-22	Oct-23
Charging and Remissions	Annual	Resources	AS	KN	Mar-23	Mar-24
Digital imagery & Photography	Biennial	HT (R re SFG)	AS		May-23	May-25
Disciplinary Policy & Procedure	Biennial (OCC)	HT (R)	AS	-	May-22	May-24
Food (provision of)	Biennial	HT (R)	AS	-	Oct-22	Oct-24
Freedom of information	Annual	Resources	AS	AW	Oct-22	Oct-23
Health and safety	Annual	Resources	AS	LD	Nov-22	Nov-23
Lettings	Biennial	Resources	KB	Resources	Oct-22	Oct-24
Pay Policy - Support Staff	Annual	Resources	AS	Resources	Mar-22	Oct-22
Pay Policy – Teachers	Annual	Resources	AS	Resources	Mar-22	Nov-23
Premises management documents	As per compliance	Resources	KB	Resources	??	Jul-16

Staff Appraisal	Biennial	HT (R)	AS		Jul-23	Jul-25
Write Off	Annual	HT (R)	AS	-	Oct-22	Oct-23

