

Resources committee terms of reference

September 2024

Name of school:	Menston Primary School
Review date:	Sept 2025

Chair of committee:	
Clerk:	Sallie Lloyd
Membership:	The committee will comprise of at least 5 Local Governing Body (LGB) governors including the Headteacher.
Quorum:	50% of committee membership. The meeting will not take place unless the headteacher or representative is present.
Meetings:	Agenda items. N.B. Bold items MUST be included in specified meeting; other items should be calendared, but can be timed more flexibly over the year
Autumn 1	<ul style="list-style-type: none"> ➤ Election of Chair and Vice Chair ➤ Approve Terms of Reference for this Committee ➤ Receive updates which will result in budget revisions – for example, pay award information or funding changes ➤ Receive update on capital works completed over the summer Receive early indication of opening reserves balances for the current year
Autumn 2	<ul style="list-style-type: none"> ➤ Receive and consider year to date management accounts ➤ Consider and approve budget revisions – Reforecast 1 ➤ Be informed that the Pay Committee has fulfilled its duties with regards recommendations on teacher progressions ➤ Pupil Premium - review impact of previous year's spend and consider future plans Review risk register
Spring 1	<ul style="list-style-type: none"> ➤ Review and approve staffing structure for next academic year including ICFP analysis ➤ Review Risk Register ➤ Receive any outcomes from the H&S governor walk round and/or any other visits ➤ Receive annual Health & Safety report
Spring 2	<ul style="list-style-type: none"> ➤ Receive and consider year to date management accounts ➤ Consider and approve budget revisions – Reforecast 2 ➤ Receive a benchmarking / value for money report
Summer 1	<ul style="list-style-type: none"> ➤ Receive and comment on Draft Budget including review of pupil number assumptions and staffing structure ➤ Consider plans for capital works to be completed over the summer
Summer 2	<ul style="list-style-type: none"> ➤ Receive and consider year to date management accounts ➤ Consider and approve budget revisions – Reforecast 3 ➤ Review and recommend final budget to LGB then to Trustees for approval ➤ Review risk register

The committee has delegated responsibility to:

Finance

1. review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
2. maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
3. present an annual budget to the full governing body for approval prior to approval by Trustees
4. monitor management accounts and forecasts against the approved budget in line with the above planner
5. report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
6. monitor spending of grants for example pupil premium, PE and sport premium; ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
7. ensure trust financial procedures are complied with
8. receive and act upon any issues identified by audit or by the trust
9. ensure that the school follows trust procurement policy and achieves best value for money when acquiring goods and services
10. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency

Staffing

11. review the staffing structure of the school annually (including ICFP analysis), ensuring that it meets the requirements the school development plan, the curriculum and is affordable
12. The committee will nominate 3 governors to form the **Pay Committee**

Risk Management

13. ensure the effective management of, and investment in, the school site and premises
14. ensure the trust risk management process is adhered to by review of the risk register
15. monitor the completion of actions and recommendations arising from risk incidents

Premises, health and safety

16. ensure the effective management of, and investment in, the school site and premises
17. receive an annual health and safety audit report and monitor any arising actions
18. receive a regular report on accident statistics

Delegated policies

Policies that may be delegated to the resources committee to review include:

- School specific appendix for charges and remissions
- Policies or procedures that relate to site specific premises management or H&S for example CCTV or minibus
- Accessibility Plan