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MONKS RISBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL
RESOURCES COMMITTEE
TERMS OF REFERENCE 2025-26

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
CONSTITUTION		**MEMBERSHIP** – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee. **CLERK** – cannot be the Headteacher. Not best practice to be a governor. **QUORUM** – at least THREE governors. **VOTING RIGHTS** – restricted to committee members. Whilst Associate Members can be given voting rights by the Governing Board, this is not considered to be best practice. Chair to have a casting vote but only if a governor. Headteachers cannot vote on their own pay or performance appraisal. **CHAIR/VICE-CHAIR** – to be elected annually by the Committee			
1.	**Financial Planning**	Prepare the annual financial plan and 3 year medium term financial plan taking account of: • Implications of implementing the SDP/Ofsted Action Plan. • Priorities determined by other committees and agreed by the Governing Board including the school's strategy for raising standards and attainment • Forecast future rolls and expected income levels (including Sports and Pupil Premium Funding) • Consideration of use of surplus brought forward balances • DFCG • Purchasing decisions including contracts under renewal, buy back and capital projects. • Provision of extended services i.e. Pre School provision	Annually	School Business Manager/ Headteacher In accordance with STPCD	In line with submission date as published by the LA Spring Term

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		• Staffing structure and associated salaries Financial planning should include a statement of consideration showing both cumulative and in-year deficits, along with an indication of the spending rate of any reserves, with a requirement to apply for a licenced deficit with the Local Authority (LA), if appropriate. Any discussions related to the financial plan should be fully minuted.			
2.		Ensure a recovery plan is submitted to the LA, should the projected budget deficit exceed 5% and this be required.	As Required	School Business Manager / Headteacher	
3.	**Financial Delegations**	To recommend to the full Governing Board the level of financial delegations: • Headteacher's limit, for one transaction, £5,000 • Resources Committee, +£5,000	Annually	School Business Manager/ Headteacher	Autumn
4.		Have authority to vire between headings within the following limits agreed by the full Governing Board: • Headteacher's limit £5,000 • Resources Committee limit +£5,000	Annually	School Business Manager/ Headteacher	Autumn
5.		Agree the **Scheme of Financial Delegation** – delegations to align with Items *4-5*	Annually	School Business Manager	Autumn
6.		**Write off** debts or inventory items under £1,000 (debts between £1,000 and £10,000 - the Finance Director of Children's Social Care and Learning must be contacted. Above this level, the Chief Finance Officer must be contacted).	As required	Committee	As required
7.		**Contract Award:** Have authority to sign off where whole life costs are as follows: Headteacher – under £5,000 Resources Committee – above £5,000	Amounts set annually	Committee	Autumn

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8.	**Financial Management**	Ensure compliance with BC Schools Financial Framework that ensures effective and appropriate systems of Financial Control are in place. Ensure that adequate arrangements are in place to manage conflicts of interests or any related party transactions. Ensure that details of related party transactions are appended to the SFVS.	Ongoing Annually	School Business Manager School Business Manager	Termly
9.		Review and approve the Financial Procedures Manual.	Annually	School Business Manager/ Headteacher	Autumn
10.		Receive and review and challenge the Monthly Summary/CFR Reports/ School Business Manager Report/Budget Monitoring Report: • Variances from plan to be highlighted with corrective or remedial action detailed. • Committee to approve variances.	Budget monitoring report to be received by the GB/ Committee minimum 6 times a year.	School Business Manager/ Headteacher	
11.		Benchmark key expenditure (including Senior Leadership Team) against that of similar schools to identify any category that appears to be out of line and address variances.	Annually	School Business Manager/ Headteacher	As data is published
12.		Capital expenditure: • Identify and approve expenditure on capital projects **PRIOR** to expenditure taking place • Monitor capital expenditure. • Review and approve the annual maintenance plan ensuring best use of capital monies to maintain assets to an adequate standard.	As required – Termly	School Business Manager/ Headteacher	Termly
13.		Year End ensure: • Accounts to be finalised.	Annually	School Business Manager/	Spring

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No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
		• Outturn position reviewed. • Impact of financial decisions considered to inform financial planning		Headteacher	
14.		Extended Services: • Ensure sound financial controls and monitoring arrangements are in place. • Ensure statutory and legal responsibilities are met. • Review expenditure, value added and future requirements.	Ongoing Ongoing Annual	School Business Manager/ Headteacher	Annual review Spring to inform planning
15.	**SFVS**	Complete the annual SFVS for presentation to the full Governing Board and agreement, followed by submission to the LA.	Annually	School Business Manager/ Headteacher	In line with submission date as published by the LA
16.		Monitor and address remedial action plan arising from the SFVS and investigate the status of outstanding issues	Meeting after submission	School Business Manager/ Headteacher	
17.		Monitor and ensure Audit Report is reviewed as required and the implementation of audit management actions.	Ongoing/Post-Audit	School Business Manager/ Headteacher	
18.		Review the Financial Management Competencies Matrix for School Governors	Annually	Chair of Committee	Autumn
19.		Annual review and approval of the Emergency Management Policy, Plan and Procedures (includes Business Continuity Plan)	Annually	Governors	Autumn
20.	**Contract Management**	Contracting arrangements to comply with the BC Schools Financial Framework – Standing Orders Relating to Contracts: • Correct number of quotations obtained relevant to financial limits • Written authority for Staff • Evaluation in accordance with award criteria • Contracts awarded in line with delegations at item 7	As required	School Business Manager/ Headteacher	Termly

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No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
		Contracts written and signed as appropriate.			
21.		Contracts/Leases: • Ensure contract complies with points at Item 22. • Consider new or amended contracts. • Review all contracts. • Ensure expenditure is compared against DfE recommended national deals to ensure best value	Termly Annually	School Business Manager/ Headteacher	Termly Summer
22.	**Staffing Structure**	• Ensure staffing meets school and curriculum requirements in liaison with the Achievements Committee.	Annual Review	Headteacher	Summer Term ready for Sept
23.	**Recruitment**	Ensure that Safer Recruitment Practices are followed; Ensure adequate number of governors and staff have up to date Safer Recruitment Training; Support the recruitment of staff at the request of the Headteacher.	As required	Headteacher/ Committee	Summer Term ready for the Annual Safeguarding report
24.	**Staff Training and Development**	Ensure compliance with DfE guidelines for NQTs; Training and Support for Designated Safeguarding Lead and Deputies; Support development of middle and future leaders taking into account succession planning	Annual Review	Headteacher/ Committee	Summer Term- ready for Sept
25.	**Equal Opportunities**	Receive reports demonstrating equal opportunities have been considered eg disability, gender and ethnicity.	As required	Headteacher	Summer Term
26.	**Leave of Absence**	• Receive a report of Leave of Absences approved by the Headteacher. Approve discretionary leave of absence in line with the policy previously agreed by the full Board.	As required	Committee/ Chair of full Board	Termly
27.	**Performance Management**	Annual report on appraisal process to include: • evaluation and outcome of appraisal process; • review of objectives – ensure these are linked to the SDP and reflected appropriately in all staff objectives;	Annual	Headteacher	Autumn

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		• To understand the link between pay and performance to inform progression			
28.		• Monitor mid-year position: CPD and development opportunities	Annual	Headteacher	Spring – Mid-year position
29.	**Retirement**	Receive and determine applications for retirement taking advice from HR provider.	As required	Headteacher	As required
30.	**Pay**	Determine the school group size using the current School Teacher's Pay and Conditions Document (STCPD)	When appropriate	Committee	On Headteacher recruitment
31.		Recommend the pay range for the Headteacher.	On Headteacher recruitment	Committee	On Headteacher recruitment
32.		Ensure pay ranges for the Senior Leadership Team (SLT) conform with the guidance in the STPCD.	On recruitment of Headteacher	Committee	On recruitment of Headteacher
33.		Monitor performance: • Take account of the potential impact on pay and liaise with Resources Committee. • Ensure appropriate support for staff is provided to enable them to achieve their objectives.	Mid-year	Headteacher	Spring Term
34.		Salary review to; • understand the profile of the school; • ensure salaries reflect staff responsibilities and contribution; • understand the scope for progression and impact on budget	Annual Review	Headteacher	Spring Term
35.		Approve pay recommendations and: • ensure appraisal policy is applied fairly; • ensure recommendations are demonstrably evidence based; • ensure recommendations can be justified if challenged; • approve evidence-based threshold applications; • notify HR provider of pay recommendations	Beginning of appraisal cycle	Headteacher	Autumn
36.		Receive a report to ensure that objectives set are: • Aligned to SDP; • Process is robust, open, consistent and fair;	Beginning of appraisal cycle	Headteacher	Autumn

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		To understand the link between pay and performance to inform progression			
37.		Review the Pay Policy on an Annual Basis and adhere to responsibilities of the Committee detailed within that policy.	Annually	Committee	Autumn
38.	**Premises Maintenance**	Review condition of school buildings taking account of the: • Property Condition Survey • Asset Management Plan • Advice of the Local Authority (LA) • SDP	Termly	Headteacher or responsible person (ie. Site Manager/ SBM)	Committee and full Board
39.		Produce and monitor an annual maintenance plan to ensure premises are in a safe condition.	Annual	Headteacher (in conjunction with Site Manager, if applicable)	Summer
40.		Ensure adequate separation of pedestrian and vehicle access on the school site.	Ongoing	Headteacher	Termly
41.		Review the implementation of: • Accessibility Plan • Emergency Plan • Personal Emergency evacuation plans for those with limited mobility or special needs in the event of an evacuation Lockdown procedure	Annual	Headteacher	Summer full Board
42.		• Cost any development/maintenance works necessary and liaise with the Resources Committee.	Termly, as required	Headteacher/ SBM	As required
43.		Ensure that efficient, effective and safe programmes are in operation, including compliance with risk assessments, for: • Reactive (day-to-day) and planned maintenance, • Premises/site security, • Cleaning, • Grounds maintenance,	Ongoing	Headteacher, in conjunction with Caretaker	

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No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
		• Disposal of waste • Fire • Catering Management of visitors to the school site			
44.		Ensure plant and work equipment is provided, serviced and maintained, in accordance with manufacturer's instructions, and records kept, in line with current Health and Safety legislation • *Buckinghamshire Council* Insurers requirements • *Buckinghamshire Council* servicing and maintenance policies	Ongoing	Headteacher, in conjunction with Caretaker	
45.	**Contracting**	• Follow the *Buckinghamshire Council* Self-help procedures for work other than general maintenance. • Ensure the necessary tendering arrangements are carried out. • Make recommendation to the full Governing Board on the award of contracts ensuring the principles of best value are applied. •	As required	Committee	
46.		Ensure that all maintenance or premises activities/tasks with a significant Health & Safety risk have been assessed and risk assessments have been communicated to staff to which they relate. This should be recorded and signed by both the Headteacher and members of staff.	As required	Headteacher	
47.	**Fire Risk**	Ensure that a fire risk assessment is in place. To be carried out by a member of the Institute of Fire Safety Engineers http://www.ife.org.uk/Fire-Risk-Assessors-Register and reviewed by a competent person.	Every three years (or when significant changes have occurred to premises) and reviewed at least annually.	Fire Safety Engineer / Headteacher	Autumn

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		Ensure that a competent person attends the Managing Fire Safety course to understand the duties of the 'Responsible under the Fire Safety Reform Order' and to understand the importance of progressing fire risk assessment actions. Refresher training required every three years.		Headteacher	
48.	**Audit / Compliance**	Complete an annual Health & Safety self-audit / compliance check and create an action plan based upon the findings.	Annually	Headteacher/ Chair of Governors	Summer
49.		Receive reports on the implementation of the Health & Safety Policy to ensure the school complies with the regulations.	Termly	H&S Governor/ Site Manager	Termly: Committee and full Board
50.		Conduct a termly Health & Safety inspection of the school to include report on remedial action and progress towards actions from the annual self-audit / compliance check.	Termly	H&S Governor/ Site Manager	
51.	**Lettings**	Monitor and approve any lettings: • In accordance with the policy of the Governing Board • Using the scale of charges agreed with the Resources Committee • Taking account of LA advice and guidance Ensure that appropriate procedures are in place for monitoring of visitors to the school.	Termly monitoring Annual review		Termly
52.	**Accidents**	Monitor accidents, incidents, dangerous occurrences: • All accidents and near misses to be investigated by the school and reported to the LA (Bucks' online accident reporting system is AssessNet) • Seek advice from the LA's Health & Safety Team to provide advice/support for high risk accidents • Monitor any potential trends and advise • Termly accident report detailing necessary remedial action.	Termly Termly Termly	Committee Committee H & S Governor	Termly Full Board Full Board

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53.	**Health & Safety**	Ensure that all Governors and Staff have access to, and comply with, Health & Safety **legislation/policies/procedures**, codes of practice and risk assessments, specifically: •Schools' Health & Safety Handbook •School Health & Safety Policy •Educational Visits Policy – Health & Safety considerations •Asbestos Log •Fire Risk Assessment •Legionella Log •Regulations for the use of Vehicles •Any other relevant policies or school handbooks	Annual review	Headteacher	Spring Term Full Board
54.	**Educational Visits**	To agree, as part of the school's policy, in conjunction with Achievements Committee; • The types of visits Governors will be informed of e.g. local, residential, overseas, adventurous, using coach or public transport. If Governors will have access to the **Evolve** account in order to comment on the visit.	Annually	Committee	Summer
55.		• Ensure emergency management systems as recommended by the DfE are in place and accessible to staff.	Annually reviewed	Headteacher	Autumn
56.		Monitor implementation of the policy including governor visits to outdoor learning events. Educational visits to be a standing item in the Headteacher Report.	At least annually	Headteacher	Summer Term Inform future plans
57.		Appoint a school Educational Visits Co-ordinator (EVC) from within the Senior Leadership Team to be trained and resourced to fulfil their duties. Educational Visits Coordinator (EVC) to attend update training every three years.	Annually	Headteacher	Summer Term ready for next academic year
58.		Apply the Charging and Remissions policy taking account of legislation on entitlement to remission of board and lodgings delete as appropriate	Ongoing – Annual report		Autumn

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59.		Review the Annual Parent Consent Forms ensuring that there are robust systems in place for maintaining emergency contact details, dietary and medical needs.	Annual	Headteacher	Autumn
60.		**Insurance –** where the school is the employer, ensure insurance purchased fully covers all personnel, volunteers and pupils involved in activities out of school hours and off the school premises.	Annual	Headteacher	Autumn
61.	**Training**	Training for key staff: • Records of staff training to ensure continuity • Training needs to be identified as outlined in the employees' individual risk assessment. • Headteacher to attend IOSH Managing Safely course / refresher training every 3 years. School Health & Safety Co-ordinator(s) to complete IOSH Managing Safely course and refresher training every 3 years.	Annually reviewed	Headteacher	Summer to ensure ready for next academic year
62.	**Policies**	Monitor, review and approve policies allocated to the committee in the school's policy review schedule including: • Annual review and approval of the Charging and Remissions Policy (statutory requirement) • Annual review and approval of the Lettings Policy and Scale of Hire Charges • Review and Approval of ICT Acceptable Use Policy • Review and approval of Whistleblowing Policy • Review of GDPR compliance – including policies, annual report, appointment of DPO and Governor, and toolkit (i.e. Information Asset Register, Data Processing Contracts, Data Privacy Impact Assessments, Data Breaches, Subject Access requests, and Freedom of Information requests) • Review of debt recovery policy	As specified in the schedule	Headteacher/ Committee	Termly

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63.		• Ensure changes to policies notified through School's Bulletin are implemented.	Termly	Headteacher/ Committee	Termly
64.	**Financial Reporting**	Ensure that financial information is published on the school website in line with guidance on financial transparency for maintained schools. To include: - the number of individuals (if any) earning over £100k in £10k bandings. - A link to the schools financial benchmarking website. Note: Publication of this information is required from 1 January 2021	Ongoing	School Business Manager / Headteacher	Autumn
65.	**Review**	Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	Summer
66.	**Minutes**	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.	Ongoing	Governors/SBM/ Headteacher	Termly

NB: Revisions since previous version are noted in this tracked/traced document.