



Terms of Reference and Standing Orders for Resources Committee

1. Membership

The following full governors are members: Andrew Hawley (Finance Governor), Liz Hunt (School Head), Helen Harvey (Chair of Governors & Health and Safety Governor), Phil White (Buildings & Maintenance Governor), Sarah McGurk (Parent Governor).

The following are Associate members: Jane Gillman (WPS Business Manager)

Associate members cannot vote.

2. **Quorum** – the quorum must be at least 3 or more governors or two governors plus the School Head.

3. Meetings

The Resources Committee should meet at least five times per year as follows:

- Quarterly prior (where possible) to each of the four budget monitoring submissions to county.
- Once to review the annual budget prior to submission to county.
- Any other time as required by order of the Full governing body (“FGB”).

Members of the Resources 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.

4. Chairmanship

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



5. Partnership with the head teacher

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

The head teacher is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a governor).

6. Minutes

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting. All agendas and finalised minutes should be uploaded onto Governor hub as best practice and in line with the agreed method of the FGB.

7. Terms of Reference

The Resources Committee has a strategic role in the financial management of the school and delegated responsibility for financial planning and detailed budget monitoring on behalf of the full governing body. It also has responsibility for any matter concerning the schools Premises – its buildings and associated maintenance requirements, as well as the school's health and safety requirements.

Specifically, to carry out the following tasks:

- To provide guidance and assistance to the Head, the School's Business Manager and the FGB in all matters relating to budgeting, finance, premises and health & safety;
- To review financial policy statements, including consideration of long-term planning and resourcing;
- To ensure that a balanced and sound annual budget is approved, with a forward projection for at least 3 years;
- To consider the School Improvement Plan annually and identify the financial priorities in drawing up the annual budget;
- To monitor and evaluate appropriate sections of the School Improvement Plan;
- To consider any spending requirements in relation to Premises and any specific projects and spends as agreed by the FGB. The Resources Committee request that all other committees give advance notice of future financial requirements.
- To consider the financial implications of the Pay and Staffing committee recommendations and provide information where necessary;
- To ensure that the Schools Financial Value Standard (SFVS) is completed and submitted on an annual basis;
- To review any survey carried out in relation to Premises, contribute to prioritisation of works and monitor outcomes;



- To ensure due diligence is completed and legal requirements met for any significant premises project (or other project as required);
- To periodically monitor budgeted income and expenditure via regular reporting and to challenge exceptions. To propose changes to the budget or school financing to maintain the desired outcome;
- To ensure accounts are properly finalised at year end and any resulting outturn reviewed;
- To review any forecasts of likely future pupil rolls and income levels;
- To ensure that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary (audit trail) and a prompt response is made to recommendations made by auditors or inspectors.
- To review arrangements the school has in place to ensure financial control systems are operating effectively.
- To monitor that the Special Purposes Account held by the school is audited annually;
- To review different expenditure options and assess expenditure bids: ensuring that the school obtains best value for money when purchasing goods and services.
- To review information sourced from the financial benchmarking tool to make comparisons of spending patterns with other schools to support achieving value for money.
- To review and monitor all aspects of the schools' Health and Safety obligations including pre and post annual audit reviews and an annual visit to inspect the premises and grounds.

In addition, the Committee will:

- 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
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.

The full governing body agreed these terms of reference on (date)