



Oswald Road Primary School Terms of Reference for the Resources Committee 2024-2025

Chair of the Committee	Stephen Haddock
Clerk to the Committee	Designated Clerk from Second2None
Date Committee Established	16 September 2024
Date of review	September 2025
Quorum	Three governors
Meetings	Minimum of three meetings per academic year
Membership	Deborah Howard (Headteacher) Stephen Haddock Ernst ter Horst Peter Martin Nic McAllister Thomas Sumner (Associate Member) Jennie Wiggins

General Terms

The Resources committee has delegated responsibility to:

Finance

- review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
- maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
- present an annual budget to the full governing board for approval
- monitor actual income and expenditure at least once a term against the approved budget
- benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
- ensure that sufficient funds are allocated for staff pay increments
- report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes



- review and approve any adjustments to the school's approved budget (subject to the school's scheme of delegation)
- approve expenditure and virements as per the school's Scheme of Delegation
- undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
- ensure local authority financial procedures are complied with
- receive and act upon any issues identified by a local authority audit
- ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
- assess the school's insurance cover to ensure that it provides adequate protection against risks
- negotiate debt payment (at its discretion) (as per Section 9 (Negotiation of debt payment) of the school's Debt Recovery Policy).

Staffing

- review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
- consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
- review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
- oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
- review pay decision data to ensure that pay increments are awarded fairly
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

Premises, health and safety

- ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance [Keeping Children Safe in Education](#)
- ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
- monitor the completion of actions and recommendations arising from risk assessments
- review the school's accessibility plan
- receive an annual health and safety audit report and monitor any arising actions
- receive a regular report on accident statistics, near misses, incidents of violence or aggression
- ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
- ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
- monitor the health and safety training that staff and governors undertake
- annually review the charges for letting of the school premises and recommend to the FGB for approval (as per Section 4 (Charges) of the school's Lettings Policy)
- approve lettings applications (other than pre-approved categories: birthday parties, after-school clubs and MCC events, for which the School Business Manager is given delegated authority to approve) (as per Section 5 (Managing Lettings) of the school's Lettings Policy)
- review, adopt and monitor all policies delegated by the board.



Policies delegated to this committee

Policies (that may be delegated to the Resources Committee to review) include:

- Reserves
- Health and safety
- Charging and remissions
- Data protection
- Governor allowances and expenses
- Policies that relate to premises management.