

MALMESBURY PRIMARY SCHOOL
Governing Body



Terms of Reference for Resources Committee

- Quorum** The quorum shall be three non-staff governors.
- Meetings** The committee shall meet twice a term and otherwise as necessary.
The school will produce a report to each meeting of the Committee showing expenditure to date including commitments compared to the budget set for each budget heading.
- Membership** This shall consist of up to 7 members.
- Chair of committee to be elected annually in the Autumn Term.
Terms of reference to be reviewed annually in the Autumn Term.

The Resources Committee has responsibility for the following:

Ensuring that the school maintains compliance with the DfE School's Financial Value Standard (SFVS).

Finance

1. The provision of guidance and assistance to the Head and Governors in all matters relating to budgeting and finance, and to clearly define financial responsibilities.
2. To review budget monitoring reports which contain detailed statements of income and expenditure, detailed departmental budgets and other evidence of delegated financial control, ensuring that full explanations are available. These reports must include original system data.
3. Report on the schools finances at full governing body meetings.
4. To ensure that a recovery plan is put into place where a budget has gone into a deficit position or that there is a plan to spend surpluses.
5. The preparation and reporting upon an **annual budget** of income and expenditure to be presented to a full meeting of Governors before the year end and such supplementary estimates as may be required by the Governors.
6. The preparation and reporting upon a 3 year financial plan to be presented to a full meeting of Governors.
7. To review tenders received for contracts, up to the limits in Section 2. Agree on which contractors are to be awarded contract and to make recommendations to the full Governors meeting.
8. Each committee member to complete an annual written, declaration of interests form stating any business and/or other interests they or their family or close acquaintances may have with the school and any family relationship that they have with any member of staff or other governor. To ensure that at the commencement of all meetings any interests are declared and recorded in the minutes.

Sept 2025

9. To authorise expenditure as per limits set out in Section 2.
10. To receive requests for authorisation to vire expenditure between budget headings as per limits set out in Section 2.
11. To approve, after due consideration of costs and quality issues, the continuation (or cessation) of contracts, including LA sourced services.
12. Undertaking reviews, in conjunction with the Headteacher, from time to time of the management organisation, accountancy systems and financial procedures of the school and their effectiveness including access to the computer systems.
13. To review these terms of reference annually and propose any amendments to the governing body. To periodically review and authorise the extent of specific delegated powers to the Headteacher and others for the administration of finances. (as Section 2)
14. To contribute to the School Development Plan.
15. To appoint an independent auditor for non-public (school) funds and ensure this audit is presented to the governing body on an annual basis.
16. To review Internal Audit reports and comment to the full Governors meetings on recommendations. To ensure full implementation of audit recommendations and action plan.
17. To review the school lettings policy on an annual basis.
18. To approve any debts written off. The Governors should have a written policy on the action to be taken with regard to chasing arrears and write-offs. (Where the debt exceeds £250 the approval of the Children's Schools and Families Service Financial Adviser should also be obtained).
19. To participate in any consultation with the local authority on funding reviews and amendments to the Scheme for Financing Schools and to make recommendations to the Governing Body, on an annual basis, as to the formal approval and adoption of the Scheme for Financing Schools.
20. To review and make recommendations to the Governing Body, on an annual basis, as to the formal approval and adoption of the schools financial procedures (e.g. purchasing and petty cash)
21. To be aware of the council's whistleblowing policy.
22. To ensure the school maintains an up to date asset register.
23. To annually review governors' allowances.

Premises

Will form part of the meeting once a term and will include a premises report.

1. To advise on premises matters subject to the School Development Plan and relevant budgetary constraints.
2. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.

Sept 2025

3. To inspect annually the premises and grounds and prepare a statement of priorities for the maintenance and development for approval of the governing body.
4. To advise on tenders and the implementation of contracts ensuring they meet all current regulations, Merton policy guidelines and good practice.
5. To advise on policies for health and safety and to monitor compliance with health and safety regulations.
6. To ensure that the necessary school management organisation and procedures are in place (e.g. Risk Assessment) to implement the policy.
7. To ensure any necessary liaison with the LA's premises department.

Human Resources

The Resources Committee will:

1. Have a role in the appointment of staff as follows:
 - Headteacher, Deputy Headteacher, Assistant Headteacher, leadership team, School Business Manager and Site Manager – more than one governor to be included on the selection panel.
 - Other teaching posts – a governor to be included in the selection panel.
2. To appoint three people, including two members from the governing body, to conduct the Headteacher's annual appraisal.
3. Dealing with appeals over the granting of leave of absence.
4. To ensure the school has all statutory and appropriate policies and procedures in place regarding personnel issues and that these are reviewed regularly.

Policies for which Resources Committee is responsible

Statutory	Document	Review Period	Person responsible	Committee responsible
	Anti-Bribery	3	LA	Resources
	Appraisal for Support Staff	2	SD	Resources
X	Capability of Staff	1	LA	Resources
X	Charging and Remissions	1	LH	Resources
	Continuing Professional Development	2	SD	Resources
X	Data Protection	1	LA	Resources
	Debit Card	3	LH	Resources
X	First Aid	1	SD	Resources
	Food in School	3	SD	Resources
X	Health and Safety	1	LA	Resources
	Healthy Lunchbox	3	SD	Resources
	Intimate Care	3	SD	Resources
	Lettings	3	LH	Resources
	Lone Working	3	LA	Resources
X	NQT Induction	2	LA	Resources
	Online Safety (inc. AUPs)	1	SD	Resources
	Physical Contact	2	SD	Resources
	Pupil Premium	2	LR	Resources
	Recruitment and Selection	2	LA	Resources
	Staff Absence	3	SD	Resources
	Staff Disciplinary	3	LA	Resources
X	Supporting Pupils with Medical Conditions	1	LA	Resources
X	Teacher Appraisal	2	LA	Resources
	Whistleblowing	2	LA	Resources

Procedures for which Resources Committee is responsible

Statutory	Document	Review Period	Person responsible	Committee responsible
	Critical Incident Plan	3	SD	Resources
X	Induction Procedures	1	SD	Resources
	Administering short-term prescribed medication to children	3		Resources
	Changing for PE	3		Resources
	Serious injuries which happen outside the building procedure	3		Resources
X	Statement of Roles and Responsibilities – Financial	1	LH	Resources

Sept 2025

	Terms of Reference and Scheme of Delegation			
	Petty Cash Procedures	3	LH	Resources
	Staff Grievance Procedure	3	LA	Resources
	Managing Probation for School Support Staff Procedure	3	LA	Resources

Other Documents for which Resources Committee is responsible

Statutory	Document	Review Period	Person responsible	Committee responsible
X	Freedom of Information guidance	3	LA	Resources
	Cookie Policy	3	SD	Resources
	Privacy Notices	3	LA	Resources