

# Resources committee terms of reference

For maintained school governing bodies

Reviewed 2023

The following example terms of reference should be adapted to reflect:

- your specific governing body and school
- your committee's delegated responsibilities
- constitutional documents (such as your instrument of government)

Name of school:	St. Bartholomew's CofE Primary School
Name of committee:	Staffing & Finance
Date agreed:	9 <sup>th</sup> September 2025
Review date:	September 2026
	<i>Terms of reference must be reviewed by the full governing body annually.</i>

Chair of committee:	Kate Wood
Vice Chair of committee:	Susie Brown
Clerk:	Jane Dawda
Membership:	Membership may include associate members but (for voting purposes), a majority of committee members should be governors.
Quorum:	At least three governors who are members of the committee.
Meetings:	Six times a year.

## 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
4. monitor actual income and expenditure at least once a term against the approved budget
5. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
6. ensure that sufficient funds are allocated for staff pay increments
7. 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
8. 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
9. review and approve any adjustments to the school's approved budget (subject to the Decision Making Planner)
10. approve expenditure and virements of sums over £5,000 – sums below this amount are delegated to the headteacher
11. undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
12. ensure local authority financial procedures are complied with
13. receive and act upon any issues identified by a local authority audit
14. ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
15. assess the school's insurance cover to ensure that it provides adequate protection against risks
16. receive and agree the annual inventory check. This is completed each year during the Spring term
17. review financial implications, benefits and cost effectiveness of the School Improvement Plan
18. responsibility for the risk register

### Staffing

19. review the staffing structure of the school annually, ensuring that it meets the requirements of the school development plan, the curriculum and is affordable
20. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests). In the first instance this is normally completed at school management level. However, the Staffing & Finance Committee would be consulted if: additional costs were to be incurred outside of the agreed budget; a matter was considered complex; in the event of an appeal.
21. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

22. oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
23. delegate responsibility to review pay decisions data to a pay committee to ensure that pay increments are awarded fairly
24. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
25. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
26. review procedures and policies, as assigned by the Full Governing Board, for dealing with staff discipline and grievances and make recommendations to the governing body for approval

### Delegated policies

The Staffing & Finance Committee will review any policies that are delegated to it by the Full Governing Body.