

Holbeach Primary School Governing Board
Resources Committee Terms of Reference
Purpose: The Resources Committee is committed to ensuring sound management of the school's finances, human resources and premises including proper planning, monitoring and probity in line with its own Schools Financial Value Standards (SFVS) and as determined by statutory and Local Authority Guidelines.
Membership: Membership shall consist of all members of the Governing Board and advisers appointed by this Committee and/or the Governing Board.
Quorum: The quorum of the Committee will be no fewer than three governors, excluding the Headteacher or the Assistant Headteacher (in the Headteacher's absence) and School Business Manager.
Clerking: The Governing Board's clerk will clerk this committee. In the event that this is not possible, a suitable alternative will be arranged.
Meetings: The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year, prior to the termly full Governing Board meeting of the term (i.e. Autumn, Spring and Summer). • The committee will elect a chair at the first meeting of the academic year. • The Committee will receive sufficient detailed reports from the school and any external sources to enable the undertaking of its strategic role with regards to planning, monitoring and evaluation. • The agenda and all associated papers must be prepared and distributed at least seven days before the meeting. • The draft minutes will be distributed as soon as approved by the chair in line with the Governing Board Standing Orders.
Responsibilities: Finance • To review and approve the school's annual budget and present for ratification by the full Governing Board. • To review and approve the school's medium and long term financial plans, reflecting the School Improvement Plan priorities, recommending any action required to the full Governing Board. • To monitor projected income and expenditure, recommending any required action to the Governing Board. • To monitor and evaluate operation of the Schools Financial Value Statement. • To monitor and review the school's income and expenditure and management accounts of the school and consider variances against the agreed budget. • To approve lettings of the school premises and set appropriate charges. • To approve larger items of expenditure as detailed in the school's scheme of financial delegation. • To review and approve financial policies, procedures and controls, including financial delegation, for ratification at the full Governing Board.

- To audit and monitor the implementation of financial policies, procedures and controls in the school and report findings to the Governing Board.
- Consider recommendations from audit reports or local authority review, to agree the actions needed to address any issues identified and to monitor and evaluate the implementation of any plan agreed, reporting or making recommendations to the full governing board.
- To confirm that an asset recording system is in place, including an inventory and fixed asset register and to ensure disposal of assets in accordance with the School's Financial Regulations.

Human Resources

- To review, monitor and agree the school staffing structure and make recommendations to the Governing Board as necessary.
- To monitor compliance with safer recruitment regulations.
- To monitor and review the school's Single Central Record and ensure compliance with statutory guidelines.
- To review and approve policies on staff pay appraisal, discipline and capability, and recommend to the full Governing Board as required.
- To consider arrangements for staff development and training.
- To consider staff performance and engagement with school objectives.
- To receive, comment on and initiate appropriate action in respect of LA, DfES and other documents on staffing issues. (As appropriate)

Premises

- To ensure that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget.
- To ensure that decisions of the Governing Board take account of, and comply with, health and safety legislation, codes of practice and approved safe working procedures given by the Authority, Health and Safety Executive and other relevant bodies.
- To be responsible for monitoring the effectiveness of the health and safety policy and the safe working practices described within it and revise and amend it, as necessary, on a regular basis.
- To prioritise action on health and safety matters where resources are required from the School's budget, seeking further advice where necessary and ensuring that action is taken.
- Report to the Local Authority any hazards or maintenance concerns which the School is unable to rectify from its own budget.
- To ensure active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports, agree the actions needed to address any issues identified and monitor and evaluate the implementation of any plan agreed, reporting or making recommendations to the full governing board.
- To review plans for contingencies and emergencies, such as fire or loss of access to school premises.

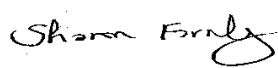
Other

- To consider any major contractual arrangements entered into by the school in line with the school's financial procedures.
- To consider any other matters relevant to the overall leadership and management of the school, which are not within the scope of other committees.
- To monitor and review the School Website and ensure compliance with statutory guidelines.

- To review all school policies delegated to the committee for review in accordance with the Policy Review Schedule and make recommendations to the full Governing Board for ratification as appropriate.

Review Arrangements

These Terms of Reference will be reviewed and approved by the Governing Board each year.

Date Approved:	Autumn 2026
Approved by Chair:	
Next review date:	Autumn 2027