

ST MARY'S BENTWORTH CE PRIMARY SCHOOL

RESOURCES COMMITTEE

Terms of Reference 2025/2026

Adopted at FGB 01.10.2025



Purpose

Between them, the Resources Committee and the Education Committee are responsible to the Governing Body for overseeing the delivery and progress of all aspects of the school's performance. Their purpose is to support and drive the achievement of the school's strategic plans.

The Resources Committee has specific responsibility for finance and premises.

Composition and Approach

1. The Resources Committee will be composed of the Head teacher and at least 3 other governors. A quorum of at least 3 governors, excluding the Head teacher, must be present for meetings to take place. Non-members may be invited to attend and speak, but not to vote.

2. It will meet at least once a term.

3. It will keep the Governing Body informed of its deliberations and decisions via the minutes of its meetings, relevant papers and reports, and any other methods that may be appropriate.

4. It will apply the four principles of *best value*:

- Challenge – checking why and how any service is provided, and if it is really needed and wanted by the school.
- Compare – considering how the school's performance and service compare with other similar schools.
- Consult – ensuring that the views of stakeholders are represented when discussing major services provided by the school.
- Compete – ensuring that the school secures efficient and effective services of appropriate quality.

Finance

1. It will develop a budget plan related to strategic aspirations for the year and will make recommendations on it to the Governing Body.

2. It will consider at each meeting a budget monitoring report which compares expenditure to date with the appropriate proportion of the approved budget for the



year. It will report significant variations from anticipated levels of expenditure to the Governing Body, together with a recommended course of action.

3. It will consider proposed alterations to the approved budget and report its recommendations to the Governing Body in time for the approval deadline of May 31st each year. This does not include the following areas where the Head teacher has delegated authority:

- a. alterations to the budget to reflect the resources made available by the education authority for statements of special educational need, and for cases of extended sickness
- b. alterations to the budget which do not exceed £1,000 and which neither increase nor decrease total net expenditure.

4. Where these powers are exercised the Head teacher must report to the next available Resources Committee meeting.

5. It will consider individual items of non-staffing expenditure exceeding £1,000 except where these have been specifically agreed by the Governing Body as part of its approval of the budget for the year. All other spending in accordance with the approved budget may be incurred by the Head teacher without reference to the Governing Body or its committees.

6. It will exercise any delegated authority by the Governing Body (agreed annually) to review the half year budget revision and to agree that revision, amended as necessary, to meet the 30 November deadline each year. The Committee's decision will be reported to the Governing Body before the 30 November deadline.

7. It will consider and report to the Governing Body on the financial aspects of:

- a. the school improvement plan including review of expenditure
- b. issues relating to the appointment and dismissal of staff
- c. significant alterations to the school budget
- d. use of funds for gifts
- e. issuing of contracts/tender procedure for the purchase of goods and services
- f. such other matters as are referred to it for advice by the Governing Body.

8. It will receive all audit reports on official funds and make appropriate recommendations to the Governing Body.

9. It will consider specific staffing matters as follows:

- a. It will draft and keep under review the staffing structure.
- b. It will oversee the salary policy in line with statutory requirements for all categories of staff.
- c. It will oversee the appointment procedure for all staff.
- d. It will oversee the budgetary aspects of the Performance Management policy for all relevant staff.
- e. It will oversee the process leading to any staff reductions.
- f. It will keep staff working conditions under review.
- g. It will monitor and review personnel-related expenditure.
- h. It will consider any appeal against a decision on pay grading or pay awards.



10. It will plan for all IT expenditures and create a costed 5-year rolling plan. The plan shall be reviewed annually in time for any significant works to be undertaken in the summer break in order to minimise disruption to learning.

11. It shall consider the carbon footprint of all new and replacement infrastructure. This shall be a key evaluation criteria for any procurement activities.

Premises

1. The Resources Committee will advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises, and will review any relevant related plans.

2. It will oversee arrangements for repairs and maintenance.

3. It will monitor and review premises-related expenditure.

4. It will oversee premises-related funding bids.

5. It will oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy.

Signed *Debbie Kempton*.....

Debbie Kempton
Chair of Resources Committee
From Nov 25 Scott Fitness Charing

Signed *Jo Ayres*.....

Jo Ayres, Head Teacher

Dated: 1st October 2025