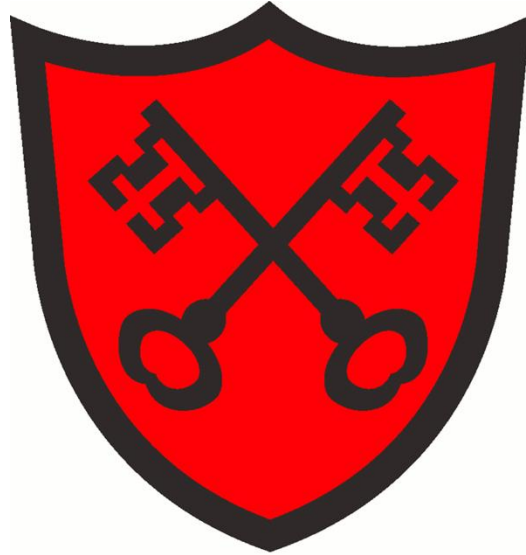


# ST ALBAN'S CATHOLIC PRIMARY SCHOOL

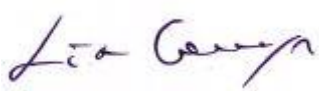



**Christ Be Our Light**  
*"Believe, Achieve and Succeed"*

## Resources committee terms of reference

Autumn 2023



	
<i>Lia Campos, Chair of Governors</i>	<i>Joseph McCrossan, Headteacher</i>
<i>16/10 2023</i>	<i>16/10 2023</i>
<i>Reviewing date: Autumn 2024</i>	

## **Resources committee terms of reference**

For maintained school governing boards

The following terms of reference should be adapted to reflect:

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

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<b>Name of school:</b>	St Alban's Catholic Primary School, Cambridge
<b>Name of committee:</b>	Resources
<b>Date agreed:</b>	16 October 2023
<b>Review date:</b>	Autumn 2024
<b>Chair of committee:</b>	Mrs Lia Campos
<b>Minute taker:</b>	Mrs Ruth Burrows
<b>Membership:</b>	Jo Wager, Lia Campos, Joe McCrossan (Headteacher), Mrs Sarah Smith, Michael Yelton, Tanatsa Jingura, John Parrott. (All Governors)
<b>Quorum:</b>	At least four governors who are members of the committee.
<b>Meetings:</b>	At least once per term.

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## **The committee has responsibility delegated by the governing board to:**

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### **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 board 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 board, 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 local scheme of delegation)
  10. approve expenditure and virements of sums over £3000 – sums below this amount are delegated to the headteacher who will inform the Resources Committee at the next meeting
  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
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### **Staffing**

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

23. 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](#)
24. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
25. monitor the completion of actions and recommendations arising from risk assessments
26. review the school's accessibility plan
27. receive an annual health and safety audit report and monitor any arising actions
28. receive a regular report on accident statistics, near misses, incidents of violence or aggression
29. 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
30. 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
31. monitor the health and safety training that staff and governors undertake
32. review, adopt and monitor all policies delegated by the board

### **Delegated policies**

*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*

[View Department for Education statutory policies guidance](#)