Oswald Road Primary School
Terms of Reference for the Resources Committee

2026-2027

Chair	Stephen Haddock
Clerk	Designated clerk from Second2None
These terms of reference agreed by the Governing Body	23 November 2026
Date of review	September 2027
Quorum	At least three governors who are members of the committee
Meetings	A minimum of three meetings per academic year
Membership	Deborah Howard (Headteacher) Stephen Haddock Peter Martin Nic McAllister Victoria Thompson Jennie Wiggins Ernst ter Horst (Associate Member)

The committee has responsibility delegated by the governing board 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 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 as per the Financial Scheme of Delegation – 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. negotiate debt payment (at its discretion) (as per Section 9 (Negotiation of debt payment) of the school's Debt Recovery Policy).

Staffing

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

Premises, health and safety

24. 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
25. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
26. monitor the completion of actions and recommendations arising from risk assessments

27. review the school's accessibility plan
28. receive an annual health and safety audit report and monitor any arising actions
29. receive a regular report on accident statistics, near misses, incidents of violence or aggression
30. 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
31. 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
32. monitor the health and safety training that staff and governors undertake
33. review, adopt and monitor all policies delegated by the board.

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*

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