

Silsden Primary School Governing Board

Resources Committee Remit 2024-2025

Statement of Committee's Function

To assist the Governing Board in fulfilling its responsibilities for all resource matters in school - comprising

- Finance (directing the management of the school budget in support of the Key Priorities as identified by the Governing Board, and the School Development Plan - and ensuring sound financial management practices – all in accordance with the school's Financial Management and Administration Policy)
- Health and Safety (ensure all the Governing Body's statutory responsibilities for the health and safety of all pupils and adults on school premises are met)
- Premises (providing the best possible physical environment within which children learn, and to ensure that the Governing Board meets its statutory responsibilities for the safety of all pupils and adults in on the school premises)
- Personnel (including Pay) (complying with statutory responsibilities for all staff employed in school and to generate the best professional environment within which all staff contribute most effectively to raising the attainment of pupils and ensuring teaching is consistently at least 'Good' across the school)

Specific areas of the Committee's Work

1. Finance

1.1 Approval of school's budget.

1.2 Monitoring and scrutiny of:

1.2.1 expenditure and income, as against adopted budget;

1.2.2 anticipated future expenditure needs and restrictions; and

1.2.3 on and investment in buildings and other built infrastructure (see section 2 below)

having due regard for best value

1.3 The Governing Board's Strategic Plan

Such responsibility involves this Committee in holding the School to account for delivering the actions in the Action Plan section of the Strategic Plan

Those sections are

1.3.1 The Business

1.4 Pupil Premium

1.4.1 Approval of Pupil Premium plan

1.5 Sports Grant

1.5.1 Approval of Sports Grant spending plan.

1.6 To ensure that the school maintains the school financial value standard.

1.7 To approve level of delegated spend for Headteacher.

2 Premises and IT

Approval monitoring and scrutiny of spending on, and investment in

2.3 Buildings and other built infrastructure.

2.4 IT hardware

3 Health and Safety

3.3 Ensure Health and Safety audits carried out and outcomes assessed, with necessary actions implemented.

3.4 Review (at each meeting) accidents log to ensure lessons are learned and any trends are spotted.

3.5 Ensure that any DfE Guidelines, are adhered to, regularly reviewed and Risk Assessments are completed and updated where necessary.

4 Personnel

4.3 Staffing structure

4.4 Pay (sitting as Pay Committee)

4.4.1 Approve Annual Pay Reviews.

4.5 Quality of Teaching and Learning

4.5.1 Check that teaching staff appraisals are being carried out in accordance with relevant school policies and timeframes.

4.5.2 Using anonymised information consider how teachers are continuing to develop their skills and check if the quality of teaching continues to be 'good' consistently across the school

4.6 Staff disciplinary appeals

Sitting as appeals committee

5 Policies

5.3.1 Consider and review relevant policies

5.3.2 Review governors' allowances annually.

Delegation of Spending Powers

- Head Teacher to authorise day-to-day expenditure and to have delegated powers to spend up to £10,000 at any one time, on non-recurring items without prior reference to the Committee.
- Any spend over £10,000 on single non-recurring items must be referred to this Committee and approved in writing by Chair of Resources Committee or Chair of Governors.
- Items exceeding £10,000 also require a minimum of three quotations in accordance with Financial Management and Administration policy
- Chair of Governors (or in their absence Vice-Chair of Governors or Chair of Resources Committee) and Head Teacher to authorise emergency expenditure.
- Head Teacher has delegated powers of funds transfer through the use of virements between budget headings of £5,000, prior to requiring counter signature by the Chair of Governors or Chair of Resources Committee.

Conduct of Meetings of Resources Committee

Voting Committee members

As nominated by the Governing Board.

All governors are welcome to attend but those not on the Committee will not have a vote. Only the voting committee members' attendance or non-attendance will count for those governors' attendance records.

A Chair and Vice-Chair will be elected at the first committee meeting of the academic year and their term of office agreed.

Quorum:

3 Committee member Governors (at least 2 being non-staff governors)

(Pay Committee Quorum: 3 Non-Staff Committee Members)

Process:

Meetings to be held at least once per term.

Draft Agenda sent to Chair and Head 14 days prior to meeting date

Final Agenda and papers sent to all Governors 7 days prior to meeting date

Minutes and Summary of Actions produced within 7 days of meeting

Meetings to last no longer than 2 hours

Draft Minutes sent to Head and Chair within 7 days of the meeting

Final Minutes posted to governors within 21 days of meeting

Agendas

Meeting	Minimum Agenda Items		
15/10/2024	Finance Premises and IT Health and Safety Personnel Policy Review	Elect Chair and Vice Chair of Committee and agree term of office. Appoint Pay Committee membership Approve this remit/Terms of reference Consider if there are any Key Priorities for Governing Board in 2024-25 Agree Headteacher Performance Management panel Review Q2 budget monitor Approval of Sports Grant Expenditure Approval of Pupil Premium Expenditure	
04/02/2025	Finance Premises and IT Health and Safety Personnel Policy review	Approve Pay Reviews – Review Q3 Budget Monitor School Fund Audit ECT Progress review (termly) Benchmarking Approve SFVS (Best Value Statement and Statement of Internal Control)	
06/05/2025	Finance Premises and IT Health and Safety Personnel Policy review	Review Q4 Budget Monitor Review Service Level Agreements Approve ICT renewals plan ECT progress review (termly)	

		Approve Staffing Structure Approve Annual Budget	
15/07/2025 Part of FGB meeting	Finance Premises and IT Health and Safety Personnel Policy review	Review Q1 Budget Monitor	