



Purpose

The Resources Committee exists to monitor and support all our resources (our staff, our estate and our properties and assets) and endorse the financial aspects of all other committees. In addition this committee monitors and supports all aspects of health and safety at FVIS.

Membership

Membership of the Resources Committee shall be no fewer than 4 governors. Any member of the governing body or SLT is welcome to attend any committee meeting but only members of the committee are entitled to vote.

Quorum

3 committee members must be present for the meeting to be quorate.

Meetings

Termly, unless otherwise agreed by members of the committee.

Terms of Reference

Finance

- review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
- maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
- present an annual budget to the full governing body for approval
- monitor actual income and expenditure at least once a term against the approved budget
- benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
- ensure that sufficient funds are allocated for staff pay increments
- report back to full governing body meetings, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- 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
- review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
- approve expenditure and virements of sums in accordance with the School's Finance Policy – sums below this amount are delegated to the headteacher
- undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
- ensure local authority financial procedures are complied with
- receive and act upon any issues identified by a local authority audit

- ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
- assess the school's insurance cover to ensure that it provides adequate protection against risks

Staffing

- review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
- Oversight of staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates (with the C&W committee)
- oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
- review pay decision data to ensure that pay increments are awarded fairly
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Premises, health and safety

- create a schedule for termly Health and Safety inspections and ensure all inspections and reviews are carried out. Ensure Risk Assessments are in place and used for all relevant activities (health & safety, off-site visits, specific tasks). All inspections will be monitored by this committee and actions stewarded.
- ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
- monitor the completion of actions and recommendations arising from risk assessments
- review the school's accessibility plan
- receive an annual health and safety audit report and monitor any arising actions
- receive a regular report on accident statistics, near misses, incidents of violence or aggression
- 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
- 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
- monitor the health and safety training that staff and governors undertake

General

- consider and support the financial implications of the school's self-evaluation and school improvement processes
- review and monitor any policies delegated by the full governing body
- review terms of reference annually, submitting amendments to the full governing body

Approved by GB: 26.11.2024

Date of next review: Autumn term 2025