



## **Battling Brook Primary School Resources Committee Terms of Reference 2022-2023**

### **General Terms**

- To act on matters delegated by the Full Governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the school's Priority Improvement Plan.
- To ensure compliance with all statutory requirements of the Academy Finance Handbook.
- To ensure strong governance that enhances the effectiveness of the school.
- Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

### **Membership**

- The committee shall consist of at least 5 governors of whom one is the Head Teacher.
- Committee membership shall be determined at the annual Strategy Day in the Autumn Term.
- The committee may have additional members who support the activity but who do not participate in any voting. There will be a chair for these meetings agreed by the membership annually.

### **Quorum**

- The committee meeting can only function if there is a minimum of 3 members present.

### **Meetings**

- The committee shall meet 3 times a year, and otherwise as necessary. e.g. Annual accounts report from accountants in the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

### **Review**

- These Terms of Reference will be reviewed annually at the Strategy Day in the Autumn Term unless there are significant changes in which case it will be reviewed at the first Full Governors Meeting in the Autumn Term.

### **Purpose**

- To monitor and evaluate the management of premises, staffing and finances of the school as outlined in the Strategic Plan.

### **Finance**

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments for the committee, Head Teacher and other nominated staff.
- To monitor the income and expenditure of all delegated and devolved funds against the annual budget plan.
- To establish and maintain a three-year financial plan, taking into the account priorities of the Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To have oversight and be aware of the assurance framework with regard to service level agreements.
- To receive at least termly budget monitoring reports from the Business Manager.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school (including repairs and maintenance).
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To explore additional revenue creation opportunities and make recommendations to the full governing board.
- To track performance against the financial KPIs outlined in the Governors Monitoring and Evaluation table.



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### **Audit and Risk**

- To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings. To recommend to the full governing body the appointment or reappointment of the auditors.
- Agree an annual programme of work to deliver internal scrutiny.
- Review the ratings and responses on the risk register to inform the programme of work, making sure checks are adjusted as appropriate each year
- Agree who'll perform the work
- Consider:
  - Reports at each meeting from those carrying out the work
  - Progress in addressing recommendations
  - Outputs from other assurance activities by third parties, including Education and Skills Funding Agency (ESFA) financial management and governance reviews, funding audits and investigations
- To ensure that an ongoing risk assessment of the finances is carried out, to make regular assessment of any risk factors, and to monitor and evaluate outcomes.
- To regularly review the schools risk assurance framework for financial and non-financial risks.

### **Staffing**

- To monitor and evaluate the leadership and management of the school as outlined in the Governors Strategic Plan. ▪ To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Head Teacher.
- To establish, administer and review a Pay Policy for all categories of staff.
- To ensure that the school is staffed effectively for the fulfilment of the school's development plan and the effective operation of the school.
- In consultation with SLT, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, eg. training. ▪ To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Head Teacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To develop and review policies identified with the school's policy review programme (statutory and non-statutory).
- To ensure that governors have adequate training to enable strong governance that enhances the effectiveness of the school
- To annually review procedures for dealing with staff discipline and grievances and ensure that staff are kept informed of these.
- To ensure that staff procedures (including recruitment procedures) follow equalities legislation

### **Facilities**

- To ensure that an annual risk assessment of the premises is carried out, to make regular assessment of any risk factors which may put the health and safety and welfare of school staff, pupil's and visitors at risk and to monitor and evaluate safety outcomes.
- To ensure that a fire evacuation drill is carried out at least once each term.
- To monitor that the school learning and working premises are engaging, safe and fit for purpose, in a manner that supports delivery of the curriculum and personal development.
- To ensure that the school is well resourced to support both the learning and well-being needs of all stakeholders. ▪ To ensure website and data compliance.

**Approved by all governors at the Full Governing Board meeting held on the 27<sup>th</sup> October 2022.**

**Signed by the Chair of Governors :.....Date:.....**