



**Battling Brook Primary School
Resources Committee
Terms of Reference 2025-2026**

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

1. review an annual budget, ensuring resources are allocated in line with the trust's strategic priorities and curriculum plans
2. present the annual balanced budget to the trust board for approval
3. review and approve a realistic three-year financial plan, taking into account the trust's vision, known risks and opportunities
4. receive the trust's management accounts in order to monitor the trust's cash position and income and expenditure against the approved budget
5. review pupil number estimates (that underpin revenue projections) termly
6. report back to each meeting of the trust board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
7. ensure that the trust board's approach to pay and benefits is transparent, proportionate and justifiable
8. develop a framework for the pay of the senior executive leader and the leadership team
9. comply with statutory requirements to publish trust staff rates of pay and benefits.
10. ensure that sufficient funds are allocated for staff pay increments
11. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensure that funding is spent effectively and is having the intended impact on pupil outcomes
12. review and approve any adjustments to the trust's approved budget (subject to the scheme of delegation)
13. approve expenditure and virements of sums over £5,000.00 – sums below this amount are delegated to the trust's senior executive leader
14. undertake detailed scrutiny and recommend approval of the school resource management self-assessment checklist annually
15. ensure that the trust's financial procedures are complied with
16. review and act upon any issues identified by benchmarking against similar trusts, internal or external scrutiny
17. ensure that the trust follows basic procurement rules and achieves best value for money when acquiring goods and services
18. review, adopt and monitor all policies delegated by the board

Audit and Risk

1. oversee and approve the trust's programme of internal scrutiny
2. support development and review of the trust's risk management policy, setting out the framework the trust has adopted for risk management.
3. ensure that risks are being addressed appropriately through internal scrutiny
4. evaluate the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks and report this to the trust board (delegation of duties between LM/LL/VC)
5. assess whether procedures are designed effectively and efficiently, and check whether agreed procedures have been followed
6. review the external auditor's plan each year
7. review the annual report and accounts

8. review the auditor's findings and actions taken by the trust's managers in response to those findings
9. review findings from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
10. assess the effectiveness and resources of the external auditor – refer to section 4.17 of ATH
11. produce an annual report of the committee's conclusions on the above assessment to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration
12. to seek assurance that the risks identified are those which may occur, for example, operational risk, financial risk, compliance risk, regulatory and legal risk, major accident
13. review the ratings and responses on the risk register to inform contingency and business continuity planning and the programme of work, ensuring risks and control measures are adequately identified and modified as appropriate
14. provide reports for each full trust board meeting, highlighting emerging risks or significant anomalies at the earliest opportunity
15. agree a programme of work annually to deliver internal scrutiny that provides coverage across the year and agree who will perform the work
16. consider reports at each meeting from those carrying out the programme of internal scrutiny
17. consider progress in addressing recommendations
18. receive the external auditors' annual plan, annual report, and accounts and recommend appropriate actions to the trust board in response to the findings
19. to review the trust's insurance cover in compliance with its legal obligations

Staffing Responsibilities

1. oversee the operation of the appraisal policy, including making arrangements for the senior executive leader's performance management
2. review pay decision data to ensure that pay increments are awarded fairly
3. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
4. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Premises, health and safety responsibilities

1. review the school's accessibility plan
2. receive an annual health and safety audit report and monitor any arising actions
3. 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

4. ensure that inspections of the trust premises and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
5. monitor the health and safety training that staff and trustees undertake
6. review, adopt and monitor all policies delegated by the board

Approved by all governors at the Full Governing Board meeting held on the 15th May 2025 - with the amendment as recorded below.

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