



SIR JOHN BARROW SCHOOL

Resources Committee Terms of Reference

Finance

- To recommend a 3-year budget plan for the GB to approve/ submit to the LA, and monitor this on a termly basis.
- To provide assurance to the GB on the effective use of budget against plans, to raise any concerns and suggest mitigating action needed at the earliest opportunity.
- To ensure that Health & Safety expenditure requirements are appropriately prioritised.
- To annually receive, discuss and amend (as applicable) a draft School's Financial Value Standard (SFVS) report from the School Business Manager, to produce a final report that the Committee is confident to present to the GB for ratification, before submitting to the LA.
- To ensure the budget allows for staff pay increments as recommended by the Headteacher following performance management reviews.
- To ensure that the school's risk register contains a comprehensive list of risks associated with the committee's remit.
- To undertake regular financial benchmarking to ensure efficiencies and value for money.

In compliance with the school's financial and governance delegation schemes (both of these are reviewed annually), the Committee has delegated authority to:

- Review and approve policies relating to the financial management of the school, to comply with the policy review programme,
- To make decisions in respect of service agreements and tendered contracts with external suppliers.
- To make decisions on expenditure re buildings, equipment etc.

Buildings

- To delegate building inspection duties to selected members of the group on an annual basis.
- Monitor progress on repairs and maintenance.
- To review the Access Plan on an annual basis.
- To make recommendations on premises related expenditure.
- To oversee building development project plans, costs and implementation.

Personnel

- To review that the actual/proposed staffing structure will deliver the priorities identified within the School Improvement Plan and is achievable within the annual budget allocation.
- To monitor that the appointment procedure for all personnel follows school policy, i.e. includes robust safety/safeguarding checks and is in line with the agreed staff structure costings.
- In liaison with the headteacher and School Business Manager identify any emerging need to reduce staff levels, and to be involved or monitor the process leading to any reduction in personnel, in line with HR advice.
- To assess and review issues relating to well-being of the personnel including work/life balance, working conditions and absence
- To refer any appeals against a decision on pay grading or pay awards to the Pay Appeals Committee

Note: The Pay Committee has delegated authority to approve pay awards. An overview of the Pay Committee decisions is reported to the Resources Committee (for budget management) and to the GB (to demonstrate compliance with the school Pay and Appraisal Policies). Individual details will not be discussed so that there are independent governors to form an Appeals Panel if this is required. Governors employed by the school are excluded as members of both the Pay and Pay Appeals Committees.

Fund raising

- A committee member will act as lead Governor to oversee the application details, monitoring systems and timely impact evaluation reports are produced as required, to ensure new income generation processes are efficient and successful.
- To receive and monitor a spreadsheet of the sources/amount of all money received through grant applications or fund-raising activities, so that detailed expenditure can be tracked per investment item.
- To consider on a termly basis whether planned expenditure for SJB SIP priorities or investment required urgently would meet the eligibility criteria for grant applications, donations (e.g. via PTA/Just Giving) or another specific funding source.

Quorum

Three governors at least one of whom must be co-opted, elected parent or local authority governor.

Terms of Reference were agreed by the Governing Body on 12.12.2024.