



**St Nicholas Church of England**  
**Voluntary Aided Primary School**

**Child Okeford**

*...to be the best we can be...*

**Full Governing Body**

**RESOURCES COMMITTEE**

**TERMS OF REFERENCE**

**Composition**

1. The Resources Committee shall comprise not less than four Governors, one of whom shall be the Headteacher. The Resources Committee may co-opt other Governors for specific purposes if it so chooses.
2. The composition of the Resources Committee shall be reviewed at the full meeting of the Governors in September each year.

**Financial Responsibilities**

The Resources Committee shall:

3. Be responsible to the Governing Body for the day to day financial position of the school.
4. Report in detail once a term to the Governing Body on the financial position, producing at such time income and expenditure figures to date and forecasts for the remainder of the financial year. At all other meetings of the Governing Body, the Resources Committee shall give a general overview of the financial position.
5. Have delegated power from the Full Governing Body to monitor and agree the Outturn Report.
6. Be responsible for the production of the Annual Accounts in the required form.
7. Be responsible for the production of all budgets and other financial forecasts as may be required.
8. Comply with all time limits for the production of financial information.
9. Advise the Governing Body of any spending limits that may be appropriate for the Headteacher.
10. Deal with all other duties of a financial nature as the Governing Body may properly ask it to deal with.

**Staffing and Salaries Responsibilities**

The Resources Committee shall:

11. Be responsible to the Governing Body for the preparation and implementation of a whole school pay policy and its annual submission to it.
12. Be responsible to the Governing Body for all staffing matters at school, including the overall structure of staffing deployment, retention, rewards and motivation.
13. Be responsible for reporting to the Governing Body on matters that have been approved.
14. Deal with all duties relating to the staffing and salaries of the school as the Governing Body may properly ask it to deal with.
15. Consult with staff and their representatives as and when required.

**Environment and Risk Responsibilities**

The Resources Committee shall:

16. Monitor the physical state and condition of the school (both externally and internally) and its grounds and boundaries.
17. Discuss matters requiring remedial action and report to the Governing Body.
18. Carry out an ongoing assessment of the risk (of any type or size) to the children, the staff or visitors to the school (while on school premises) and report as necessary to the Governing Body.

**Meetings**

19. The Resources Committee shall meet as often as it shall deem necessary but in any event not less than once in each term.
20. Prior notice of such meetings shall be made available to all Governors who shall be free to attend thereat as observers.
21. Four Governors shall constitute a quorum for the purpose of proceeding with a meeting.
22. Formal minutes shall be taken by the Clerk to the Governors.
23. The minutes shall be circulated to the Governors and their discussion of the same shall be an agenda item at the next meeting of the full Governing Body.

Last reviewed and agreed: 7 September 2017 (amended January 2018)