

The Governing Body of Our Lady's Catholic Primary School

RESOURCES COMMITTEE TERMS OF REFERENCE

The Resources Committee's role is to scrutinise the use of the school's resources (finances, staff, premises, equipment and learning resources) to achieve the maximum benefit for pupils.

Therefore, the Committee will:

1. Consider annual draft budgets and recommend them for approval by the Full Governing Body.
2. Consider and approve regular financial reports.
3. Consider longer term financial planning to ensure that any necessary cost management steps are taken in good time.
4. Approve minor changes to planned expenditure in line with the statement of financial internal control and makes recommendations to the Full Governing Body on more significant matters.
5. Award contracts (up to the limit specified in the statement of financial internal control). Monitor and approve ongoing contracts, SLAs and other regular commitments.
6. Monitor the effectiveness of financial procedures and controls.
7. Consider and approve applications for capital grant funding.
8. Consider changes to staffing structures and outcomes of annual teacher appraisals.
9. Monitor Health & Safety to ensure that appropriate policies are in place and being followed, e.g. regular safety checks on premises and equipment, accident monitoring, first aid, fire safety, etc.
10. Consider the content of audit reports and any recommended / required actions.
11. Ensure that the school has access to and follows professional advice where relevant, e.g. HR, Health & Safety.
12. Hold at least 3 meetings a year. All appointed Governors will automatically be members of the Resources Committee, and the Chair and Vice Chair will be appointed annually by the Full Governing Body. The quorum will be one half (rounded up to the nearest whole number) of the membership of the Governing Body, excluding any vacancies. The School Business Manager and Head of School will attend to present information and to answer any questions.

These terms of reference were agreed by the Governing Body on 15/09/2025