

<b>Name of school:</b>	St Andrews Methodist Primary School
<b>Name of committee:</b>	<b>FINANCE/RESOURCES/STAFFING/PREMISES</b>
<b>Date agreed:</b>	2025-2026
<b>Review date:</b>	<i>Terms of reference must be reviewed by the full governing board annually</i>

<b>Chair of committee:</b>	<i>Elected by the Committee</i>
<b>Clerk:</b>	<i>Arranged by the full governing board</i>
<b>Membership:</b>	<i>Membership may include associate members but (for voting purposes), a majority of committee members should be governors.</i>
<b>Quorum:</b>	<i>The quorum for the committee shall be a minimum of three governors</i>
<b>Meetings:</b>	<i>The committee will meet termly</i>
<b>Minutes:</b>	<i>The minutes will be approved by the committee at its next meeting</i>

## FINANCE

- Review the annual budget ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
- Maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
- To consider and approve the school's budget for submission to the Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting.
- Monitor income and expenditure at least once a term against the approved budget – Financial Performance Summary Statement provided by the LA
- Benchmark income and expenditure against that of similar schools considering comparative performance and opportunities to improve efficiency
- Ensure that sufficient funds are allocated for staff pay increments as set out in the Pay Policy
- Report back to each meeting of the Full Governing Board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- Monitor spending of pupil premium, PE and sports premium (and other relevant premiums) ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
- Review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation), including disposal of assets and debt write off
- Review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the Full Governing Board.
- Approve expenditure and virements of sums as per the scheme of financial delegation - sums below this amount are delegated to the Headteacher

- Undertake detailed scrutiny and recommend approval of the School's Financial Value Standard (SFVS) and undertake any actions as identified at completion of the SFVS
  - Ensure local authority financial procedures are complied with
  - Receive and act upon any issues identified by a local authority audit
  - Ensure school follows basic procurement rules and achieves best value for money when buying goods and services
  - Assess the school's insurance cover to ensure it provides adequate protection against risks
  - Review and approve strategic Service Level Agreements (SLA's)
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## **STAFFING**

- Review the staffing structure of the school annually, ensuring that it meets the requirements of the school development plan, the curriculum and is affordable
  - To be informed of applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
  - Review staff work/life balance, working conditions and wellbeing, including monitoring staff absence rates
  - Oversee the operation of the appraisal policy, including making arrangements for the Headteacher's performance management
  - Review pay decision data to ensure that pay increments are awarded fairly
  - Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
  - Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
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## **PREMISES, HEALTH AND SAFETY**

- Ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance [Keeping children safe in education 2024](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101321/keeping-children-safe-in-education-2024.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))
  - Ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
  - Monitor the completion of actions and recommendations arising from risk assessments
  - Review the school's accessibility plan
  - Receive an annual health and safety audit report and monitor any arising actions
  - Receive a regular report on accident statistics, near misses, incidents of violence or aggression
  - 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
  - Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
  - Monitor the health and safety training that staff and governors undertake
  - Review, adopt and monitor all policies delegated by the board
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## RISK MANAGEMENT

- To review the Risk Register

### **Delegated policies**

*Policies (that maybe delegated to the resources committee to review and approve) include:*

Charging and Remissions Policy  
Governor Allowances/Expenses Policy  
Data Protection Policy  
Health & Safety Policy  
First Aid in Schools  
Statement of procedures for dealing with allegations of abuse against staff Low Level Concerns  
Accessibility Plan  
Emergency Planning and Business Continuity  
Salford Scheme of Delegation  
School Fund Mission Statement