St. Anne's and Guardian Angels

Excellence Together with Christ at the Centre

Resources Committee
Terms of Reference

Approved by:	St Anne's and Guardian Angels Primary School Governing Body	**Date:** September 2026
Last reviewed:	September 2026	
Next review due by:	September 2027	

The Governing Body has established a Committee that will comprise the members agreed at the first Ordinary Meeting of each School year and as amended at subsequent Ordinary Meetings of the Governing Body.

General

The Committee:

- will, where appropriate, seek advice and guidance from the Head Teacher and school staff whilst ensuring that the Head Teacher retains full responsibility for the internal organisation, management and control of the School.
- is responsible for the monitoring of Pupil Premium money.
- is made up of Co-opted members, which must be appointed/approved by the Governing Body; observers or other individuals providing ad hoc advice and guidance
- is authorised to invite any persons to attend Committee meetings either as observers or to provide advice and guidance.
- will work closely with other Committees and Working Parties of the Governing Body.
- will undertake any additional duties and responsibilities to those set out in its Terms of Reference as directed by the Governing Body.
- will meet at least once per term

School's budget

The Committee:

- has been delegated responsibility for approving the school's proposed annual budgets for income and expenditure, prior to their submission to Lux Mundi Trust for final approval.
- will ensure that the proposed and final budgets clearly reflect the School's Improvement Plan and demonstrate how resources are being used to deliver the Plan.
- has been delegated the responsibility for the proper allocation, control and accounting of resources.
- will endeavour to ensure that the proposed annual budget will be prepared and presented to the whole Governing Body for discussion in advance of the start of each financial year.
- will ensure that the final budget will be presented to the Governing Body for approval.

Financial monitoring and accountability

The Committee:

- will ensure that systems are in place for the proper allocation, control and accounting of resources.

- has been delegated the responsibility for keeping under review the School's Code of Financial Practice. The draft Code and any subsequent amendments will require approval from the full Governing Body.
- will meet regularly to monitor the School's budget expenditure and will report to the full Governing Body at least once each term, providing a summary of expenditure against the budget headings together with committed costs to the end of the financial year,
- will provide the Governing Body with an outturn report for each financial year by the end of the Summer term.

Insurances

The Committee:

- will ensure that the necessary insurance requirements of both the School and the Governing Body are in place and subject to regular review.

Charging for School Activities

The Committee:

- will draw up and review, as necessary, a policy in regard to charging for School activities for approval by the full Governing Body.

Premises

The Committee:

- will monitor the condition of the School's land and buildings.
- will ensure that regular surveys on the structure of the School's land and buildings are commissioned and carried out. The Committee will work closely, as appropriate, with surveyors from the Local Authority, the Diocese and the Department of Education (DoE).
- will draw up a costed programme of planned maintenance, repairs and decoration to the School's land and buildings.
- will oversee the financing of external repairs, alterations and most capital building work.
- will oversee the occupation and use of School premises and buildings.
- will draw up and review, as necessary, a Lettings Policy for the School, for approval by the Governing Body.

Health, Safety & Welfare

The Committee:

- will monitor the implementation of the Schools' Health and Safety and Welfare Policy, and will provide reports, as necessary, to the full Governing Body.
- will oversee measures to ensure that School buildings, equipment and materials are safe and no risk to health and will provide reports, as necessary, to the full Governing Body.

- will produce and regularly update written assessments of risk in the School and will draw up and review risk control measures for approval by the full Governing Body.
- will work closely with the Head Teacher who is responsible for safeguarding the health and safety and welfare of pupils and with the Caretaker or Premises Manager or Site Manager and the School's appointed Health and Safety representatives.

Staffing Structure

The Committee:

- together with the Head Teacher is responsible for recommending to the Governing Body a staffing structure for the School in order to achieve the School Development Plan.
- will review the job descriptions drawn up and agreed by the Head Teacher and members of staff taking into account national and local conditions of service and contractual terms as appropriate.

Disciplinary Procedures

The Committee:

- will draw up or review Staff disciplinary, capability and grievance procedures for discussion and approval by the Governing Body.
- will be responsible for supporting the Head Teacher in any disciplinary, capability or grievance procedures.

Recruitment and Appointment of Staff

The Committee:

- on recommendation of the Head Teacher will oversee the process of recruitment and appointment of all members of staff except the Head Teacher, Deputy Head Teachers and Assistant Head Teachers which will remain the responsibility of the full Governing Body.
- will endeavour to ensure that a minimum of four Governors are available to approve senior appointments.
- will ensure that all members of staff receive a Contract of Employment and Statement of Written Particulars as required under current Employment Law. This may be issued by the Committee or by a service-provider on behalf of the Governing Body.
- will be responsible for agreeing any variation to any member of staff's existing contract or conditions of employment.

Management of staff

The Committee:

- will support the Head Teacher in the implementation of the School's Performance Management Policy.

- on recommendation of the Head Teacher will agree any requests for compassionate or special leave.
- will meet when necessary with the staff to discuss any aspects which have been raised and require consideration.

Equal Opportunities

The Committee:

- will review arrangements to ensure that staff, job applicants and those involved in the provision of services on School premises are not discriminated against on grounds of age, disability, gender, marital status or race.

The Resource Committee is quorate if there are 3 members present.

Financial limits are outlined in the Financial Code of Practice