



Brize Norton Primary School

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Headteacher: Mrs R. Jones



RESOURCES COMMITTEE TERMS OF REFERENCE 2022-23

Membership:

- Membership to be agreed by LGB and details to be held on GovernorHub

Quorum:

- Three governors

Meetings:

- Once per long term prior to the full governing body meeting if required and otherwise as required.
- Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.
- Other members of the governing body may attend any meeting of any committee but they may not vote.
- The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

Chair:

- If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

Partnership with the headteacher:

- In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.
- The headteacher is entitled (but not obliged) to attend all committee meetings and has full voting rights.

Minutes:

- All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting and signed by the chair after their approval.

Terms of Reference:

The Committee has delegated powers to carry out the following specific tasks:

- To guide and assist head and the governing body in all budgeting and financial matters
- To prepare and review financial policy statements, including long-term planning and researching

Agreed on 10/11/2022 Signed by Chair of Committee *Ian Griffiths*

- To ensure the bursar and Headteacher draw up and present an annual budget for the governing body's approval, taking account of the agreed priorities of the School Development Plan
- To receive and consider monitoring reports at least three times per year
- To approve the writing off of irrecoverable debts up to £50 and the disposal of surplus and damaged equipment to the value of £500
- To enter into contracts above £5000
- To agree the level of delegation to the Head for day-to-day financial management of the school
- To establish and review payment and ordering systems
- To set a charging and remission policy
- To report the financial situation each term and make recommendations where necessary
- To liaise and consult with other committees where necessary
- To receive and where appropriate respond to reports from the Local Authority's auditors
- To plan and ensure that school meets Financial Management standards on an annual basis
- To approve and set up a governors' expenses scheme
- To investigate financial irregularities
- Ensure governors are suitably trained to fulfill the requirements of the committee

In addition, the Committee will:

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body
- Contribute to governing body and school self-review with particular reference to OfSTED Self Evaluation Form – SEF
- Plan, monitor and evaluate appropriate sections of the School Development Plan
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee