



Resources Committee Terms of Reference

In accordance with section 5 of the ODST Scheme of Delegation for Brize Norton Primary School, the Local Governing Body (LGB) delegates the powers and functions described in these Terms of Reference to the Resources Committee. These Terms of Reference are subject to any conditions ODST or the LGB may impose and may be revoked or altered.

The Terms of Reference and membership of the Resources Committee shall be agreed in writing by the Trustees and will be reviewed annually at the beginning of each academic year in consultation with and having regard to the views of the Trustees.

Purpose Statement

To hold the school leadership to account for the efficient use of resources to ensure the best possible educational outcomes for pupils.

The purpose of the Resources Committee is:

- To manage and expend all monies received on account of Brize Norton Primary School.
- To ensure that proper procedures are put in place for the safeguarding of funds and that the requirements of the Academies Financial Handbook and the ODST Financial Procedures Manual are adhered to.
- To ensure that funds allocated to Brize Norton Primary School for specific purposes (e.g., pupil premium, sports premium) are used effectively and that the impact of this funding is measured.
- To ensure compliance with all ODST policies dealing with staff.
- Having regard to the legal responsibilities of the site trustees (and/or the ODST Trustees), to ensure that the buildings and facilities of Brize Norton Primary School are maintained to provide safe, healthy, and sustainable environments for pupils, staff, and visitors.
- To ensure compliance with all ODST statutory health and safety policies.

Membership of the Resources Committee:

- Membership of the Resources Committee must include 5 LGB Members.
- Membership of the Resources Committee may include persons who do not also serve on the LGB or Board of Trustees, provided that a majority of the members of the Committee shall be LGB Members or Trustees.
- Membership of the Resources Committee will normally include the Headteacher and School Business Manager but should not include any other member of school staff.
- A quorum will consist of 3 LGB Members.
- The LGB will determine whether some or all the members of the Resources Committee who are not LGB Members or Trustees shall be entitled to vote in any proceedings of the Committee.
- No vote on any matter shall be taken at a meeting of the Resources Committee unless the majority of members present are either LGB Members or Trustees.

Meetings

- A Chair of the Resources Committee will be elected by the LGB at the first meeting of the academic year.
- Any Committee member may be elected as Chair with the exception of the Headteacher or any other member of school staff.
- The Resources Committee will advise the Trustees of the name of their elected Chair by means of the meeting minutes shared on GovernorHub.
- In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number.
- Committee members will agree a clerk for each meeting. The clerk may vary from one meeting to another. Any Committee member may clerk the meeting except the Headteacher or any other member of school staff.
- The Resources Committee will meet at least once per school term but may agree to meet more frequently.
- An agenda and any relevant papers will be circulated to all committee members at least seven days before the meeting date.
- Draft minutes of meetings will be circulated within seven days. Minutes are to be agreed by all members at the next meeting and signed by the Chair.
- Minutes will be uploaded to Governor Hub and circulated to all LGB Members at least seven days before the next LGB meeting; minutes will be presented by the Chair of the Resources Committee or another member in his / her absence.
- Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection but will be recorded in the confidential minutes.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are LGB Members.

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

Budget

- To have oversight of the process of agreeing the annual budget for Brize Norton Primary School with the ODST Central Finance Team, ensuring that it reflects the priorities of the School Development Plan.
- To regularly monitor the submitted budget against actual income and expenditure, and to report to the LGB on significant variances identified.
- To provide such information about the finances of Brize Norton Primary School as often and in such format as the Trustees or ODST Central Finance Team shall reasonably require.
- To ensure that any need for significant unplanned expenditure is raised with the LGB and with the ODST Central Finance Team, and that options for identifying available funding are discussed.
- To monitor any contracts entered into on behalf of ODST and to ensure that the written consent of ODST is first obtained for any contract or expenditure for any single matter above such sum as identified in the ODST Financial Procedures Manual.

- To develop appropriate risk management strategies and adopt financial prudence in managing the financial affairs of ODST in so far as these relate to Brize Norton Primary School.
- Working with the ODST Central Finance Team, to have oversight of a three-year financial plan for Brize Norton Primary School.

Staffing

- In accordance with the ODST Teacher Pay and Appraisal policies, to respond to any pay recommendations for teaching staff brought annually to the panel by the Headteacher.
- In line with the submitted budget, to have oversight of the appointment of all staff other than the Headteacher, to be employed at Brize Norton Primary School provided always that the Resources Committee shall:
 1. Ensure compliance with all ODST policies dealing with staff and their pay scales (noting that ODST's pay policy is at the date of these terms of reference based on the model policy produced by Oxfordshire County Council).
 2. Adhere to any pay terms set by the Trustees (noting that ODST's pay policy is at the date of these terms of reference based on the model policy produced by Oxfordshire County Council).
 3. Adopt any standard contracts or terms and conditions for the employment of staff issued by the Trustees (noting that the terms and conditions for the appointment of new staff have been negotiated by ODST with the relevant trade unions and that any subsequent amendments will be likewise negotiated and approved).

Premises, Health, and Safety

- To have oversight of all matters relating to the maintenance, development and security of the premises and grounds, including Health and Safety.
- To work in conjunction with the ODST Operations Manager to develop a 5-year estate management strategy that will identify the suitability of buildings and facilities considering long-term curriculum needs and the need for availability of capital investment to meet the LGB's responsibility to ensure the buildings and facilities are maintained to a good standard.
- To ensure compliance with the ODST Health and Safety Policy and to ensure that all relevant procedures are kept up to date.
- To oversee arrangements to ensure that all staff and pupils are aware of and comply with the contents of the Health and Safety Policy.
- To have oversight of any premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to ODST policies and having regard to the viability of such activities, the impact on the school's activities and any financial implications, such as the threat of taxation in light of ODST's charitable objects and any threat to funding provided by the Secretary of State.
- To ensure the security of school premises.
- To monitor the arrangements for educational visits off-site, including Health and Safety.

Other responsibilities

- To act on matters delegated by the Local Governing Body.

- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
To consider safeguarding and equalities implications when undertaking all committee functions.

These Terms of Reference were approved by the Local Governing Body on 15/11/2023. They will next be reviewed by the Local Governing Body in November 2024.