Woodstock CE Primary School

Resources Committee Terms of Reference 2026-27

COMMITTEE (to meet at least 4 x a year, Chair/s first appointed at the last FGB meeting of 2025/26, then at the first committee meeting annually)

Size of Committee: 8 members

Number required to be quorate: 4 of whom at least 2 are non-staff members

- Ruth Price — Foundation Governor **(Co-Chair, H&S)**
- Dane Tice — Parent Governor **(Co-Chair, F&P)**
- Lynne Hammond — LA Governor **(CoG)**
- Anne Hipwell — **Head Teacher**
- Becca Perkins — Co-opted Governor
- Rachael Douglas — Parent Governor
- Louisa Wolfe — Parent Governor
- Richard Graham — Business Manager, Staff H&S Representative, Associate Member (counts for quoracy & voting rights)

In attendance:

- Julie Carvell — Governance Professional (Clerk to the Governing Body)

Remit:

Finance:

- Review an 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.
- Present an annual budget to the full governing body for approval.
- Monitor actual income and expenditure at least once a term against the approved budget.
- 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.
- Report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity.
- Monitor spending of pupil premium, PE and sport 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).
- Approve expenditure and virements of sums over £5000 – sums below this amount are delegated to the headteacher.
- To consider and make recommendations to the Governing Body on proposals to vire a sum exceeding 1% of the total budget.
- To research and review the opportunities/challenges arising from extended school provision (from a resources perspective).
- Undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS.
- Ensure local authority financial procedures are complied with.
- Receive and act upon any issues identified by a local authority audit.

- Ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services.
- Assess the school's insurance cover to ensure that it provides adequate protection against risks.
- Review, adopt and monitor all Finance related policies delegated by the board as outlined below.

Financial/Data Protection Policies: * = Statutory policy

- Charging & Remissions*
- Confidentiality
- Disposal/Write-offs
- Financial Procedures
- GDPR*
- Governor Allowances*
- Pay (Teacher*/Support Staff)
- Protection of biometric information of children in schools and colleges
- Schools Financial Value Standards
- School Meals

Personnel/Staffing:

- Review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable.
- Agree the employment, role and responsibilities of a School Business Manager.
- Consider 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.
- Review, adopt and monitor all HR related policies delegated by the board as outlined below.

Personnel Policies: * = Statutory policy

- Appraisal
- Emergency and Special Leave
- Early Careers Teachers (ECT's)*
- Recruitment and Selection (Safer Recruitment)
- Restructuring and Staff Redundancy
- Staff Capability*
- Staff Discipline, Conduct & Grievance (procedures for addressing)*
- Statement of procedures for dealing with allegations of abuse against staff*
- Volunteers
- Whistleblowing

Premises/Health & Safety:

- Ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, including Annual Safeguarding Report S175/157, having regard to statutory guidance Keeping Children Safe in Education
- 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.
- To undertake termly monitoring of accident reports, behaviour & bullying incidents, e-safety incidents.
- 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.
- In conjunction with the Headteacher and Business Manager, to ensure that the school's buildings, equipment, installations and materials are safe and present no risk to health, reporting or making recommendations to the Governing Body as appropriate.
- To establish arrangements for regular reviews of security and make recommendations to the Governing Body arising from those reviews.
- To oversee arrangements for the use of the school premises by outside users subject to Governing Body policy.
- To monitor Sustainability and Climate Change as a standing item on each agenda.
- Monitor the health and safety training that staff and governors undertake.
- Review, adopt and monitor all H&S/Premises related policies delegated by the board as outlined below.
- Ensure the web-site is up-to-date and compliant re all H&S related matters.
- To keep under review any external factors which may arise and be beyond our control, including critical incidents which will be addressed via our Business Continuity Plan and/or Critical Incident Management Plan.

H&S/Premises Policies *Statutory Policy	
Acceptable User	Lettings/Hiring
Accessibility plan	Lockdown [NEW]
After School Clubs	Mental Health and Wellbeing
Allergies [NEW]	On-line Safety (to include Social Media, use of devices)
Anti Bullying/Harassment & Discrimination (Dignity at Work)	Personal Care
Artificial Intelligence (A.I.) [NEW]	Premises Management Documents*
Attendance*	Restrictive Interventions [NEW]
Business Continuity Plan	Risk Assessment
Children with health needs who cannot attend school*	Safe Swimming
Critical Incident Plan (CIMP)	School exclusion/suspension*
CCTV	Security Policy & Procedures
Driving at Work	Stress at Work
Educational Visits	Supporting pupils with medical conditions*
First Aid in Schools*	Visitors
Freedom of Information Publication Scheme	
Health & Safety*	

Guidance followed but not policies:

- Bereavement
- Drugs
- Fair Trade
- Start and End of School Day procedures statement

ToR's across the Committee:

- Standing item: Review of the SEF.
- Standing item: Filtering and Monitoring/Cyber Security.
- To keep under review the Data Protection Policy (including GDPR requirements) including Cyber Security etc as outlined above.
- To ensure that the web-site is compliant across all areas within the remit of this committee.
- Review, adopt and monitor all other related policies delegated by the board as outlined below.

Other Policies: (* = Statutory)

- Complaints*
- School Uniform*

Date first drawn up and reviewed by the GB: 16 July 2026
Date adopted by the Governing Body: 16 July 2026

Date of next review (by Resources Committee): October 2026
Date of next review by Resources Committee: October 2027
Date of next review by the Governing Body: February 2028