



St Oswald's Catholic Primary School Resources Committee Terms of Reference

The Resources Committee of St Oswald's Catholic Primary School is responsible for the governance of the following areas.

Budget & Financial management
Staffing & Personnel
Premises

The committee will take responsibility for:

- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.

Financial planning

- To establish a three-year budget plan and recommend this to the full governing board.
- To draft and adopt a detailed annual budget plan which includes revenue and capital expenditure.
- To make decisions in respect of service level agreements.
- To determine whether sufficient funds are available for pay increments as recommended by the remuneration committee.
- To consider and approve recommendations made by the premises committee on all aspects relating to the school premises.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To recommend and evaluate the allocation of pupil premium funding within the annual budget.
- To hold the school to account for the spending of pupil premium funding and associated outcomes.
- To establish and review a Charging and Remissions Policy.
- To review, on an annual basis, the school's financial procedures relating to assets and disposals.
- To review and maintain the school's policies for budget management, procurement, and assets and disposals.
- To approve expenditure requests as necessary.

- To approve the allocation of capital funds for capital projects, if delegated by the governing board.
- To approve action where expenditure varies from the annual budget by +/- 10 percent.

Financial reporting

- To review reports from the SBM regarding the spending of the school's budget throughout the academic year and report the findings to the full governing board.
- To report any significant anomalies in the performance of the school against the annual budget to the full governing board.
- To receive and respond to audit reports on the delegated and devolved funds, and non-public funds.

Staffing

- To ensure responsibility for safe recruitment policy and practice.
- Approve the staffing structure for the whole school.
- Appoint HT, DH and SLT members.
- To produce and maintain a central record of recruitment and vetting.
- Agree procedures for staff conduct, discipline and grievance.
- To ensure the single central record complies with statutory requirements.
- To be responsible for the well-being of all staff

Buildings/Premises

- To establish and review a Building Development Plan.
- To advise the governing body on matters relating to building modification and construction.
- To establish and review an Accessibility Plan.
- To monitor and review maintenance and improvement or repair to the buildings and grounds.
- To take responsibility for health and safety in regards to the buildings and grounds.
- To alert the LA to health and safety issues relating to maintenance of the buildings and grounds.
- To advise the governing body on statutory health and safety matters.
- To process applications for the hire of school premises.
- To contact and liaise with the LA in matters relating to building work.
- To oversee the internal decoration of the school
- To approve maintenance contracts for all site electrical and mechanical work.
- To arrange competitive pricing for the day-to-day maintenance of the buildings and grounds.
- To approve site contracts for cleaning and ground maintenance.
- To review the security of the buildings and grounds.
- To prepare and review a lettings policy.
- To advise the governing body on matters relating to community use.
- To prepare and review an Emergency Response Plan in line with LA regulations.
- To oversee premises related funding bids.
- To hire builders, surveyors, architects and ground maintenance workers, and monitor their standards.