



RESOURCES COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATION

Responsible for overseeing the financial performance of the school and ensuring money is well spent.

Membership

The Governing Body will determine the membership of the Committee on an annual basis. The committee may include staff governors, who will be excused for agenda points regarding individual staff members. Relevant teaching staff and support staff, including the Senior Administrative Officer and the Premises Officer, may be invited to attend meetings of the Committee to offer advice and guidance, as necessary. Associate Members will have voting rights on the Resources Committee.

Meetings

Meetings will be held once each term. Additional meetings will be held as required. A minimum of three Governors are required to be present at each Committee meeting in order for the meeting to be quorate. If the Chair is unavailable, a temporary Chair will be elected for the meeting. Associate Members do not count towards a quorum.

The Committee shall:

- Provide guidance to the full Governing Body and the Headteacher on all matters relating to, finance, HR and premises.
- Consider the financial implications of premises-related priorities in the School Development Plan and Ofsted action plans, if appropriate.

Finance:

- Prepare the school's annual and longer term (3-5 year) budget statements in conjunction with the Headteacher and the Senior Administrative Officer for consideration and approval by the Governing Body.
- Ensure the completion of returns to the LA.
- Review the school's end of year budget.
- Receive monthly financial report from the Financial Management Service at Wandsworth and monitor expenditure and income and review progress against the annual budget.
- Agree financial policy statements as required.
- Consider proposals to generate additional income for the school.
- Agree the level of day-to-day financial management of the Headteacher and other staff.
- Seek EFA's prior approval for borrowing (including finance leases and overdraft facilities) from any source where borrowing is to be repaid from grant monies or secured on assets funded by grant monies.
- Keep under review the financial delegation limits set out below.



- Authorise virements between budget headings to the limits set out in the delegated authorities below.
- Arrange the auditing of funds.
- Review the school's inventory book.
- Review the school's risk register.
- Approve and adopt financial policies and procedures, as appropriate.
- Review and monitor all aspects of the school's insurance cover.
- Review the use of Pupil Premium and other government grants.
- Consider on behalf of the full Governing Body, those residential and hazardous trips that require full Governing Body approval.
- Sign off the School Journey accounts.
- Monitor financial implications of extended school provision.
- Audit the school's suitability of, and compliance with, financial systems and operational controls.

Human Resources:

- Review and agree the staffing structure of the school.
- Review staffing levels and ensure they are in line with the budget for the school.
- Monitor staff attendance and absence due to sickness or other reason.
- Receive notification of starters, leavers, any vacancies, temporary cover arrangements and maternity leave cover.
- Monitor staff well-being, including SLT, teachers and support staff and ensure the school maintains a healthy environment for staff to work in.
- Oversee the procedures for reduction of staff in accordance with the delegations below.
- Approve and adopt appropriate HR policies and procedures.
- Determine issues referred to the Committee regarding staff grievance or discipline issues, other than those covered by statutory panels.

Premises:

- Consider the repair and maintenance needs of the school building in accordance with the Estate Management Plan.
- Contribute, in conjunction with the Headteacher, to bids for external funding for capital expenditure projects as appropriate.
- Responsible for Health and Safety issues at the school, including oversight of regular termly Health and Safety and annual risk assessment checks.
- Consider reports from the Headteacher or their nominated representative on premises-related issues and act on such reports within the powers delegated to the Committee.
- Monitor the use of the school premises by external users for non-school activities.
- Review annual charges for use of school premises in relation to the Letting Policy.
- Monitor service contracts and Trading Accounts for effectiveness and value for money.
- Promote community use of the school.



General:

- Determine any other matters referred to the Committee by the Governing Body or other committee.
- Report to the Governing Body each term any action taken within the powers delegated to the Committee.

Scheme of Delegation

The Committee delegates to the Headteacher responsibility for the following:

Finance:

- The Headteacher is delegated the power to authorise orders and meet the expenditure for all works previously agreed by the Governing Body.
- Other orders or expenditure not previously identified in the budget plan up to a limit of £25,000 for a single item may be placed or committed by the Headteacher, subject to any significant transactions (costing between £5k and £25k) being reported at the next meeting of the Committee.
- Orders, contracts or other expenditure in excess of £25,000 (the financial limit imposed upon the Headteacher), up to £50,000 will be subject to a tender process and approved by the Committee. Orders or expenditure exceeding this limit will be referred to the Full Governing Body for approval.
- The Headteacher is delegated the power to agree virements between budget headings of up to £25,000.
- Virements in excess of £25,000 (the financial limit imposed upon the Headteacher), will be approved by the Committee.
- The Chair of the Committee is delegated power to act on behalf of the Committee where it is impracticable for the whole Committee to meet, subject to such action being reported to the next meeting of the Committee or the Full Governing Body, whichever is sooner.

Human Resources:

- Communicating to staff any decisions made by the Committee regarding salaries.
- Appointing supply or temporary staff within the approved staffing structure, subject to this action being reported to the next meeting of the Committee.
- Recruiting permanent members of the teaching and support staff. Governors may be involved in the appointment process for Subject Lead level or above, and its support staff equivalent.

Premises:

- The Headteacher to be responsible for carrying out an annual check of the inventory and referring any items to be written off to the Committee (or the Chair of the Committee) for approval.

RIVERSDALE PRIMARY SCHOOL



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- The Premises Manager to be responsible for carrying out a termly Health and Safety check and reporting the outcome, via the Headteacher, to the Committee.
- The Headteacher and the Leadership Team to be responsible (with a named member(s) of the Committee) for carrying out and reviewing the annual risk assessment and reporting the outcome to the Committee.

Terms of reference agreed by Committee:

Terms of reference agreed by Governing Body: 18 September 2025

Date of Review: September 2026