

FINANCE AND RESOURCES COMMITTEE

Terms of Reference



Governor Committee:	FGB
Agreed	September 2025
Next Review Date:	Autumn 2026

The governing body has delegated to the Finance & Resources Committee responsibility for the monitoring and implementation of the following policies, procedures and strategies:-

Access and Disability Plan	Equality Policy	Performance Improvement Policy
Charging and Remissions Policy	Equality Info and Objectives	School Fund
Complaints Policy	Finance Policy	Statement of Procedures for dealing with Allegations against Staff
Data Protection Policy	Governor Expenses	Teachers' Pay Policy
Disciplinary Policy	Grievance Policy and Procedure	
Emergency Plan	Health & Safety Policy	

An African proverb states that it takes an entire village to raise a child. Stanwell is our village and it is anchored around home, school and parish to provide the light, strength and example of a living and thriving community

Every Day, Every Child, Every Moment

Our values: Ambition, Courage, Determination, Equality, Enquiries, Integrity, Resilience, Respect

FINANCE AND RESOURCES COMMITTEE

Terms of Reference

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- Insofar as not specifically covered by these terms of reference, the Resources Committee shall make such decisions as it deems necessary in the best interests of the School subject always to ratification by the Governing Body.

Membership

- The Finance & Resources Committee will comprise of at least 4 governors plus the Headteacher (or Deputy Headteacher)
- The Finance & Resources Committee may co-opt additional non-voting members
- The Chair will be elected annually at the first autumn meeting
- When the Chair is absent, members of the committee will elect an acting Chair
- The Chair must be a full governor and must not be employed by the school

Quorum

- Three full non-staff governor members of the committee must be present at a meeting as well as the Headteacher or Deputy Headteacher

Meetings

- The committee shall meet as necessary but not less than once per term
- The Chair will liaise with the Headteacher or Deputy Headteacher and Business Manager prior to the committee meeting to agree an agenda for the meeting which is to be circulated at least 7 days before the meeting date
- Committee meetings shall last no longer than 2 hours
- The 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.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (but excluding the Headteacher/ /Deputy Headteacher).
- The minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a simple majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are full governors. In the event of a tie the Chair will have a casting vote
- Any member will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.
- Where the Committee deems it appropriate to do so it shall refer any matter to the FGB for consideration and final determination

Financial policy and planning

- To act on matters delegated by the Full Governing Body including setting the annual budget for submission to the Local Authority
- To report to the Governing Body
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking its functions
- To review, adopt and monitor financial policies
- To review and approve these Terms of Reference annually
- Insofar as not specifically covered by these terms of reference, the Finance and Resources Committee shall make such decisions as it deems necessary in the best interests of the school subject always to ratification by the Governing Body.
- To advise the governing body on the School Development Plan.
- To consider the impact of student numbers on the budget over short, medium and long terms
- To receive and respond to audit reports
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- To ensure the school meets all its statutory obligations and complies with the Local Authority's Scheme for Financing Schools and Standing Orders

Financial monitoring

- To prepare and approve an annual school budget taking into account the priorities of the School Development Plan
- To review and complete an annual School Financial Value Standard
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- To receive at least termly budget monitoring reports from the School Business Manager
- To report back to each meeting of the Full Governing Body and to alert them to potential problems or significant anomalies at an early date and to make recommendations
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
- To ensure that funding for disadvantaged pupils is effectively administered
- To ensure that appropriate records of voluntary and private funds are kept independently and audited annually

Premises

- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To determine appropriate charges for external users of the school buildings and grounds in accordance with the provisions of the Lettings Policy

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy including selecting a Pay Panel to carry out the terms and effect of the Pay Policy
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To ensure that a Grievance and Appeals Panel is available to deal with issues arising
- To monitor approved procedures for staff discipline and grievance and ensure that all staff members are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Health and Safety

- To ensure completion and compliance of the Single Central Register
- To ensure that all safeguarding procedures are in place including Safer Recruitment training, fire evacuation, lock down and other emergency procedures
- To review and update annually the Health and Safety Policy
- To ensure that adequate resources are available to fulfil the aims and objectives of the Health and Safety Policy
- To ensure compliance with the Health and Safety Policy and to ensure that appropriate action is taken to comply with relevant legislation
- To inform and advise the governing body on priorities including health and safety, maintenance, security and development of premises
- To agree expenditure relating to school premises and land and to seek tenders for work as necessary
- To monitor the effectiveness of services and the efficient use of utilities
- To receive reports on the condition of buildings and environment
- To receive reports on fire evacuation and lock down procedures
- To ensure that risk assessments are in place and reviewed from time to time
- To ensure that the school complies with the requirements of data protection legislation including the General Data Protection Regulation (GDPR) 2018 and the Data Protection Act 2018

Review:

These terms of reference will be reviewed annually by this committee in the Summer term and adopted at the Autumn Term meeting of the Full Governing Body

Date: September 2025