

SHAPLA PRIMARY SCHOOL  
RESOURCES COMMITTEE  
TERMS OF REFERENCE 2017 – 2018

Quorum: 3 members

Meetings: 4/5 per year

ROLE/FUNCTION		
FINANCE		
1.1	Budget:	<p>Agree a draft annual budget plan for the School to recommend for approval to the Governing Body, taking into account the following:</p> <ul style="list-style-type: none"> <li>• educational and curriculum priorities set in the School Development Plan</li> <li>• the School's overall financial position and predicated position</li> <li>• the School's forecast future pupil rolls and funding/income levels</li> <li>• <b>end of year formal accounts and stated carry forward sums into the next financial year</b></li> <li>• School's Financial Value Standard (SFVS) and Consistent Financial Reporting (CFR) standards</li> </ul>
1.2	Budget:	<p>Monitor and review the School budget through the financial year in accordance with the following broad principles:</p> <ul style="list-style-type: none"> <li>• the aim of income and expenditure activity matching planned spend/revenue</li> <li>• the need for the School to maintain a balanced and sound budget</li> <li>• the need for long-term financial stability and sustainability</li> <li>• established financial management and accounting procedures best practice</li> <li>• any other requirement or principle under SFVS</li> <li>• the Governing Body's duty to manage public funds with due probity</li> </ul>
1.3	Budget:	Produce a year-end budget return in line with Local Authority (LA) and Dept for Education Consistent Financial Reporting (CFR) requirements
1.4	SFVS:	<p>Monitor compliance with the SFVS and in particular:</p> <ul style="list-style-type: none"> <li>• scrutinise outcomes of internal/external audits and act on recommendations arising</li> <li>• evaluate the effectiveness of financial decisions taken by the School</li> <li>• review the School's systems of internal financial controls, safety inspections, risk assessments and systems for rectifying identified faults</li> <li>• the School has the designated staff with health and safety responsibilities</li> <li>• the site and school building is safe and secure at all times</li> </ul>

1.5	Policies:	Draft, monitor and review the following school policies (or similar): <ul style="list-style-type: none"> <li>• Health and Safety Policy and associated procedures</li> <li>• Building Development Plan</li> <li>• Critical Emergencies Management Plan</li> <li>• Lettings</li> <li>• Risk Register</li> <li>• Asset Register and associated asset management documents</li> </ul>
1.6	Lettings:	Oversee arrangements for the use of school premises by outside users or for extended services
1.7	Site and Building:	Provide support and guidance to the Headteacher on all matters relating to the school premises
STAFFING		
1.8	Staffing:	Exercise strategic oversight of staffing by: <ul style="list-style-type: none"> <li>• agreeing annual staffing levels (including targeted split between permanent and agency staff) taking into account the educational and curriculum priorities set out in the School Development Plan and the School's overall financial position and predicted position</li> </ul>
1.9	Pay Policy:	Agree a draft annual pay policy for the School to recommend for approval to the Governing Body

**AGREED BY GOVERNING BODY:**

Signed by Head: Date:

*T. Barnard* 20/9/17

Signed by Chair:

*L. Hely* Date: 20/9/2017