

**OAK GREEN SCHOOL
RESOURCES COMMITTEE
TERMS OF REFERENCE 2025-26**

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
	CONSTITUTION	<p>MEMBERSHIP – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p>GOVERNANCE PROFESSIONAL – cannot be the Headteacher. Not best practice to be a governor.</p> <p>QUORUM – at least THREE governors.</p> <p>VOTING RIGHTS – restricted to committee members. Whilst Associate Members can be given voting rights by the Governing Board, this is not considered to be best practice. Chair to have a casting vote but only if a governor.</p> <p>CHAIR/VICE-CHAIR – to be elected annually by the Committee/whole Governing Board.</p>			
1.	Financial Planning	<p>Prepare the annual financial plan and 3-year medium term financial plan taking account of:</p> <ul style="list-style-type: none"> • Implications of implementing the SDP/Ofsted Action Plan • Priorities determined by other committees and agreed by the Governing Board including the school’s strategy for raising standards and attainment • Forecast future rolls and expected income levels (including Sports, Pupil Premium <i>and SEND funding</i>) • Consideration of use of surplus brought forward balances • DFCG 	Annually	Bursar / <i>SBM</i> / Headteacher In accordance with STPCD	In line with submission date as published by the LA

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		<ul style="list-style-type: none"> Purchasing decisions including contracts under renewal, buy back and capital projects Provision of extended services i.e. Pre School provision Staffing structure and associated salaries <p>Financial planning should include a statement of consideration showing both cumulative and in-year deficits, along with an indication of the spending rate of any reserves, with a requirement to apply for a licenced deficit with the Local Authority (LA), if appropriate.</p> <p>Any discussions related to the financial plan should be fully minuted.</p>			
2.		Ensure a recovery plan is submitted to the LA, <u><i>should there be a projected deficit budget, alongside a Licenced Deficit Application by the prescribed deadline.</i></u>	As Required	Bursar / <u><i>SBM</i></u> / Headteacher	
3.		For schools with swimming pools ensure resources are available to check and maintain the facility.	Annually	Bursar / <u><i>SBM</i></u> / Headteacher	
4.	Financial Delegations	<p>To recommend to the full Governing Board the level of financial delegations:</p> <ul style="list-style-type: none"> Headteacher's limit, for one transaction, £ () Finance Committee, £ () Full Governing Board over £ () 	Annually	Bursar / <u><i>SBM</i></u> / Headteacher	Autumn
5.		<p>Have authority to vire between headings within the following limits agreed by the full Governing Board:</p> <ul style="list-style-type: none"> Headteacher's limit £ () Finance Committee limit £ () Full Governing Board over £ () 	Annually	Bursar / <u><i>SBM</i></u> / Headteacher	Autumn

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		<ul style="list-style-type: none"> • Variances from plan to be highlighted with corrective or remedial action detailed. • Committee to approve variances 	by the GB / Committee min 6 times a year.		
12.		Benchmark key expenditure against that of similar schools to identify any category that appears to be out of line and address variances (<i>SFVS Section E: Value for Money and Section D: Staffing</i>)	Annually	Bursar / <u>SBM</u> / Headteacher	Summer
13.		Capital expenditure: <ul style="list-style-type: none"> • Identify and approve expenditure on capital projects PRIOR to expenditure taking place • Monitor capital expenditure • Review and approve the annual maintenance plan ensuring best use of capital monies to maintain assets to an adequate standard 	As required – Termly	Bursar / <u>SBM</u> / Headteacher	Termly
14.		Year End ensure: <ul style="list-style-type: none"> • Accounts to be finalised • Outturn position reviewed • Impact of financial decisions considered to inform financial planning 	Annually	Bursar / <u>SBM</u> / Headteacher	Spring
15.		Voluntary Funds: <ul style="list-style-type: none"> • Ensure Audit / Independent Examination • Review and confirm signatories and trustees • Registration with Charities Commission if appropriate 	Annual (within 6 months of year-end)	Bursar / <u>SBM</u> / Headteacher	Present signed Audit / Examination Certificate to full Board
16.		Extended Services: <ul style="list-style-type: none"> • Ensure sound financial controls and monitoring arrangements are in place • Ensure statutory and legal responsibilities are met 	Ongoing Ongoing	Bursar / <u>SBM</u> / Headteacher	Annual review Spring to inform planning

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		<ul style="list-style-type: none"> Review expenditure, value added and future requirements 	Annual		
17.	SFVS	Complete the annual SFVS for presentation to the full Governing Board and agreement, followed by submission to the LA <i>by the prescribed deadline</i>	Annually	Bursar / <u>SBM</u> / Headteacher	In line with submission date as published by the LA
18.		Monitor and address remedial action plan arising from the SFVS and investigate the status of outstanding issues	Meeting after submission		
19.		Monitor and ensure Audit Report is reviewed at each meeting and the implementation of audit management actions.	Ongoing / Post-Audit	Bursar / <u>SBM</u> / Headteacher	
20.		Review the Financial Management Competencies Matrix for School Governors	Annually	Chair of Committee	
21.		Annual review and approval of the Business Continuity Plan	Annually		
22.	Contract Management	Contracting arrangements to comply with the BC Schools Financial Framework – Standing Orders relating to contracts: <ul style="list-style-type: none"> Correct number of quotations obtained relevant to financial limits Written authority for staff Evaluation in accordance with award criteria Contracts awarded in line with delegations per item Contracts written and signed as appropriate 	As required		
23.		Contracts / Leases: <ul style="list-style-type: none"> Ensure contract complies with points at Item 22 Consider new or amended contracts Review all contracts Ensure expenditure is compared against DfE recommended national deals to ensure best value (SFVS Q23) 	Termly Annually	Bursar / <u>SBM</u> / Headteacher	Termly Summer

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24.	Financial Reporting	Ensure that financial information is published on the school website in line with guidance on financial transparency for maintained schools. To include: <ul style="list-style-type: none"> The number of individuals (if any) earning over £100k in £10k bandings. A link to the schools financial benchmarking website. 	Ongoing	Bursar / <i>SBM</i> / Headteacher	
25.	Sustainability	Consider completing an energy audit to aid in developing an energy efficiency policy / plan in line with government guidance, focusing on use of heating, hot water, lighting, technology, and equipment. By 2025, all education settings to have a nominated sustainability lead and climate action plan in place. <i>The plan to be reviewed annually.</i>	Annually	Headteacher	
26.	Premises Maintenance	Review condition of school buildings taking account of the: <ul style="list-style-type: none"> Property Condition Survey Asset Management Plan Advice of the Local Authority (LA) The SDP The school's climate change and sustainability action plan Current guidance on managing asbestos in schools and colleges Updated guidance on the identification and reporting of Reinforced Autoclaved Aerated Concrete (RAAC) 	Termly	Headteacher or responsible person (ie. Site Manager/ SBM / Bursar)	<i>Committee and full Board</i>
27.		Produce and monitor an annual maintenance plan to ensure premises are in a safe condition.	Annual	Headteacher (in conjunction with Site Manager, if applicable)	<i>Summer</i>

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28.		Ensure adequate separation <i>segregation</i> of pedestrian and vehicle access on the school site.	Ongoing	Headteacher	
29.		Review the implementation of: <ul style="list-style-type: none"> • Accessibility Plan • Emergency Plan • Personal Emergency evacuation plans for those with limited mobility or special needs in the event of an evacuation • Lockdown procedure • Any health and safety related actions identified by risk assessments 	Annual	Headteacher	<u>Summer full Board</u>
30.		Cost any development/maintenance works necessary and liaise with the Finance Committee <i>(if there is a committee structure in place) or the Full Board.</i>	Termly, as required	Headteacher / SBM / Bursar	
31.		Ensure that efficient, effective, and safe programmes are in operation, including compliance with risk assessments, for: <ul style="list-style-type: none"> • Reactive (day-to-day) and planned maintenance • Premises/site security • Cleaning • Grounds maintenance • Disposal of waste • Fire • Catering • Management of visitors to the school site • Any other Premises, Health and Safety matters detailed within risk assessments 	As Required	Headteacher (in conjunction with Site Manager if applicable)	<u>As Required</u>
32.		Ensure plant and work equipment is provided, serviced, and maintained, in accordance with manufacturer's instructions,			

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		and records kept, in line with current Health and Safety legislation. <ul style="list-style-type: none"> • Buckinghamshire Council Insurers requirements • Buckinghamshire Council servicing and maintenance policies 			
33.	Contracting	In consultation with the Finance Committee <i>(if there is a committee structure in place) or the Full Board:</i> <ul style="list-style-type: none"> • Follow the Buckinghamshire Council self-help procedures for work other than general maintenance. • Ensure the necessary tendering arrangements are carried out. • Make recommendation to the full Governing Board on the award of contracts ensuring the principles of best value are applied. 	As required	Committee	
34.		Ensure that all maintenance or premises activities / tasks with a significant health and safety risk have been assessed and risk assessments have been communicated to staff to which they relate. This should be recorded and signed <i>/ marked as signed electronically</i> by both the Headteacher and members of staff	As required	Headteacher	
35.	Fire Risk	Ensure that a fire risk assessment is in place. To be carried out by by a member of the Institute of Fire Safety Engineers http://www.ife.org.uk/Fire-Risk-Assessors-Register and reviewed by a competent person a member of the Institute of Fire Safety Engineers http://www.ife.org.uk/Fire-Risk-Assessors-Register and reviewed by a competent person. and completed by a competent person. Competence should be assessed by a third party, professional body, or through a	Every three years (or when significant changes have occurred to premises) and reviewed at least annually.	Fire Safety Engineer / Headteacher	

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		<u>structured framework (e.g. Tiered Fire Risk Assessment Registers).</u> Ensure that a competent person attends the Managing Fire Safety course to understand the duties of the 'Responsible person under the <u>Regulatory Reform (Fire Safety) Order 2005</u> and to understand the importance of progressing fire risk assessment actions. Refresher training required every three years.		Headteacher	
36.	Audit / Compliance	Complete an annual Health & Safety self-audit / compliance check and create an action plan / update risk assessments based upon the findings.	Annually	Headteacher / Chair of Governors H&S Governor	<u>Summer</u>
37.		Receive reports on the implementation of the Health & Safety Policy to ensure the school complies with the regulations.	Termly	H&S Governor / Site Manager	<u>Termly: Committee and full Board</u>
38.		<u>It is recommended a list of H&S / premises risks is in place and reviewed.</u>	Termly	Headteacher / H&S Governor	<u>Committee and full Board</u>
39.		Conduct termly health & safety inspections of the school site to include a report on remedial action and progress towards actions from the annual self-audit / compliance check.	Termly	H&S Governor / Site Manager	
40.	Lettings	Monitor and approve any lettings: <ul style="list-style-type: none"> • In accordance with the policy of the Governing Board <u>(including safeguarding requirements)</u> • Using the scale of charges agreed with the Finance Committee <u>(if a committee structure is in place) or the Full Board</u> • Taking account of LA advice and guidance 	Termly monitoring Annual review		

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		<ul style="list-style-type: none"> Ensure that appropriate procedures are in place for monitoring of visitors to the school 			
41.	Accidents	<p>Monitor accidents, incidents and dangerous occurrences:</p> <ul style="list-style-type: none"> All accidents and near misses to be investigated by the school and reported to the LA (Bucks' online accident reporting system is AssessNet) Seek advice from the LA's Health & Safety Team to provide advice / support for high-risk accidents Monitor any potential trends and advise Termly accident report detailing necessary remedial action. 	Termly	Committee	<u>Full Board</u>
			Termly Termly	Committee H&S Governor	<u>Full Board</u>
42.	Health & Safety	<p>Ensure that all Governors and Staff have access to, and comply with, Health & Safety legislation/policies/procedures, codes of practice and risk assessments, specifically:</p> <ul style="list-style-type: none"> Schools' Health & Safety Handbook <u>DfE Guidance</u> Health & Safety Policy Educational Visits Policy – health & safety considerations Asbestos Log Fire Risk Assessment Legionella Log Regulations for the use of vehicles Business Continuity / Emergency Plan <u>Supporting Pupils with Medical Conditions (including allergies)</u> Any other relevant policies or school handbooks 	Annual review	Headteacher	<u>Full Board</u>
43.		Review the Emergency Plan / Business Continuity Plan (in conjunction with the Finance Committee <u>if a committee</u>	Annually	Headteacher / SBM / Bursar	<u>Committee / Full Board</u>

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		<i>structure is in place</i>) or the Full Board. with reference to current published guidance. Emergency Planning and Response for Education, Childcare and Children's Social Care Settings			
44.	<i>IT</i>	<i>Ensuring school IT resources are fit for purpose and there is a maintenance plan in place to ensure continuity of IT provision</i>	<i>As required</i>	<i>Headteacher / SBM / Bursar</i>	
45.		<i>Ensure IT Acceptable Use Policies in place which have been shared with staff, pupils and parents</i>	<i>Annually</i>	<i>Headteacher / SBM / Bursar</i>	
46.		<i>Ensure the school is meeting the DfE's Meeting Digital and Technology Standards and schools and colleges.</i>	<i>As required</i>	<i>Headteacher / SBM / Bursar</i>	
47.		<i>To take appropriate action to meet with the DfE's cyber security standards to improve the school's resilience to cyber security attacks. To consider purchasing cyber security insurance.</i>	<i>Annually</i>	<i>Headteacher / SBM / Bursar</i>	
48.		<i>To review and consider the use of AI in school by staff and pupils and ensure an appropriate policy is in place.</i>	<i>As required</i>	<i>Headteacher / SBM / Bursar</i>	
49.	Educational Visits	To agree, as part of the school's policy: <ul style="list-style-type: none"> The types of visits governors will be informed of e.g. local, residential, overseas, adventurous, using coach or public transport. If governors will have access to the Evolve account in order to comment on the visit. 	Annually	Committee	<i>Summer</i>
50.		Ensure emergency management systems as recommended by the DfE are in place and accessible to staff.	Annually	Committee	<i>Summer</i>
51.		Monitor implementation of the policy including governor visits to outdoor learning events. Educational visits to be a standing item in the Headteacher's Report.	At least annually	Headteacher	<i>Inform future plans</i>

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52.		Ensure a school Educational Visits Co-ordinator (EVC) is appointed from within the Senior Leadership Team to be trained and resourced to fulfil their duties. Educational Visits Coordinator (EVC) to attend update training every three years.	Annually	Headteacher	
53.		<u>Ensure</u> the Charging and Remissions policy is applied taking account of legislation on entitlements to remission of board and lodgings and governing board decisions relating to subsidies	Ongoing – Annual report		
54.		Review annual parental consent Forms ensuring that there are robust systems in place for maintaining emergency contact details, dietary (including allergies), and medical needs.	Annual	Headteacher	
55.		Insurance – where the school is the employer, ensure insurance purchased fully covers all personnel, volunteers and pupils involved in activities out of school hours and off the school premises.	Annual	Headteacher	
56.	Training	<p>Training for key-staff:</p> <ul style="list-style-type: none"> • All staff to receive health and safety training as part of their induction. • Records of staff training to ensure continuity. • Training needs to be identified as outlined in the employees' individual risk assessment.. <u>Staff to undertake all relevant training appropriate to their role and is refreshed regularly (please refer to the LA's Model Health and Safety Policy for further details).</u> 	Annual	Headteacher	<u>Committee / Full Board</u>

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		<ul style="list-style-type: none"> Headteacher and School Health and Safety Co-Ordinator(s) to attend IOSH Managing Safely course / refresher training every 3 years <p>Training for Governors:</p> <ul style="list-style-type: none"> <u>At least one governor to be health and safety trained</u> At least one governor to be cyber security trained. 			
57.	Policies	Monitor, review, and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule	Headteacher / Committee	
58.	Staffing Structure	Ensure staffing meets school and curriculum requirements in liaison with the <i>FGB</i> or Finance Committee.	Annual Review	Headteacher	Spring Term
59.	Recruitment	Ensure that Safer Recruitment practices are followed.	As required	Headteacher	
60.		Ensure compliance with DfE guidelines for Early Career Teachers, including: <ul style="list-style-type: none"> Review of Induction Policy 		Headteacher	
61.		Support the recruitment of staff at the request of the Headteacher.		Committee	
62.	Equal Opportunities	Receive reports demonstrating equal opportunities have been considered e.g. disability, gender, and ethnicity.		Headteacher	
63.	Leave of Absence	Receive a report of leave of absences approved by the Headteacher. Approve discretionary leave of absences in line with the policy previously agreed by the full Board.	As required	Committee / Chair of full Board	
64.	Performance Management	Annual report on appraisal process to include: <ul style="list-style-type: none"> Evaluation and outcome of appraisal process Review of objectives – ensure these are linked to the SDP and reflected appropriately in all staff objectives 	Annual	Headteacher	Autumn

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		<ul style="list-style-type: none"> To understand the link between pay and performance to inform progression Review of progress of Early Career Teachers 			
65.		Monitor mid-year position: CPD and development opportunities	Annual	Headteacher	Spring – mid-year position
66.	Workload / Wellbeing / Flexible Working	Ensure policies minimise impact on teacher workload / <i>wellbeing</i> . Monitor and support Headteacher’s workload / wellbeing. Receive and determine applications for flexible working taking advice from HR provider.	Annual As required As required	Headteacher	
67.	Retirement	Receive and determine applications for retirement taking advice from HR provider.	As required	Headteacher	
68.	Pay	Determine the school group size using the current School Teacher’s Pay and Conditions Document (STPCD)	When appropriate	Committee	On Headteacher recruitment
69.		Recommend the pay range for the Headteacher.	On Headteacher recruitment	Committee	On Headteacher recruitment
70.		Ensure pay ranges for the leadership group conform with the guidance in the STPCD.	On recruitment of Headteacher	Committee	On recruitment of Headteacher
71.		Monitor performance: <ul style="list-style-type: none"> Take account of the potential impact on pay and liaise with the Finance Committee <i>or the full Board (if there is not a committee structure in place)</i>. Ensure appropriate support for staff is provided to enable them to achieve their objectives. 	Mid-year	Headteacher	Spring Term
72.	Policies	Monitor, review, and approve policies allocated to the committee in the school’s policy review schedule including: <ul style="list-style-type: none"> Annual review and approval of the Charging and Remissions Policy 	As specified in the schedule/ following alert	Headteacher / Committee	

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		<ul style="list-style-type: none"> • Annual review and approval of the Lettings Policy and Scale of Hire Charges • Review and Approval of ICT Acceptable Use Policy • Review and approval of Whistleblowing Policy • Review of GDPR and related policies. 			
73.		Ensure changes to policies <i>from the LA</i> are implemented.	Termly	Headteacher / Committee	
74.	Review	Contribute to a robust School Self Evaluation Process, to include governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	
75.	Minutes	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

NB: Revisions since previous version are *italicised and underlined*.