

WREN'S NEST PRIMARY
RESOURCES COMMITTEE REMIT

July 2025

1. Membership will be a minimum of five governors nominated by the governing body.
2. The Resources Committee will appoint its own chair.
3. The quorum shall be two thirds of the governing committee, one of whom will be a non-teaching governor. The committee will meet at least termly.
4. The committee in consultation with the Curriculum & Standards Committee will oversee the deployment of human and physical resources in line with the needs and priorities set through the annual cycle of strategic planning (i.e. formation and implementation of the School Improvement Plan).
5. The Resources Committee will delegate the day to day administration of the budget together with its appropriate expenditure and income headings to the Headteacher. Day to day control and monitoring will be the responsibility of the headteacher, who will submit termly budget reports to the Resources Committee. The Resources Committee will monitor and submit reports to the Governing Body.
6. The Headteacher may delegate to staff responsibility for managing specific elements of the delegated budget.
7. The Resources Committee will, within its budget, aim to plan a small reserve contingency sum to cover unforeseen items of expenditure (less than 5% of the delegated budget).
8. The Resources Committee will authorise/or reverse all virements made by the Headteacher and Financial Accountant at the termly finance meetings. All virements will be minuted. Virements undertaken that do not receive approval will be reversed by the Headteacher/ Financial Accountant.
9. The Resources Committee approve the delegation of expenditure to the Headteacher and to authorise expenditure to the value of £30,000. Over £30,000 will be authorised through the Resources Committee prior to expenditure. The Headteacher may delegate lower values of expenditure upto £1000 to school staff who have a responsibility for finance.
10. The committee will oversee the development of the school learning environment.
11. The Resources Committee will consider contracts and tenders for maintenance improvement and cleaning of the building and grounds within the framework of best value, in accordance with financial regulations and standing orders.
12. The Resources Committee will monitor and take appropriate action on Health & Safety issues.
13. The Resources Committee will prepare annually a School Building Development Plan which will be developed in line with the Authority Asset Management Plan.
14. The committee Chair will present a termly verbal report to the full Governing Body all minutes, circulated to all Governors.
15. The Resources Committee will prepare an annual budget to the Governing Body including the delegation of the budget responsibilities to the budget managers.

16. The Resources Committee will monitor and adjust in-year expenditure.
17. The Resources Committee will monitor forecasted rolls and expected income.
18. The Resources Committee will ensure accounts are properly finalised at year end (reviewing outturn).
19. The Resources Committee will evaluate the effectiveness of financial decisions.
20. The Resources Committee will be responsible for monitoring of the School Fund account, including end of year accounts.
21. The Resources Committee will undertake salary reviews for all staff.
22. The Resources Committee will oversee the process of attaining the School Financial Value Standards and then the subsequent maintenance of these standards.
23. The Resources Committee will review reports by internal audit ensuring there are effective and appropriate systems of internal financial control.
24. The Resources Committee will oversee staffing policy to ensure effective use of human resources.
25. The Resources Committee will receive and review the Headteacher's reports on the implementation of Performance Management.
26. The Resources Committee will receive and review reports on the effectiveness inset and staff development.
27. The Resources Committee will oversee policy and procedures regarding salaries.
28. The Resources Committee will implement policy on recruitment, shortlisting and interviewing.
29. The Resources Committee will receive and review monitoring reports on staff attendance.
30. The Resources Committee will oversee policies and procedures relating disciplinary codes, dismissal, early retirement, health and safety and equal opportunities.
31. The Committee will report back to the full governing body on issues raised, actions taken and evaluations made.
32. The Resources Committee will receive and review Headteacher reports on the implementation of the workforce agreement.

Reviewed by the Resosurces Committee and Approved by the FGB July 2025