

**St Cuthbert with St Matthias CE Primary School**  
**Governors' Resources and Risk Committee**

**Terms of Reference**

**Composition**

The Governing Body will appoint not fewer than four governors, to include the head teacher. In the absence of the head teacher, her designated substitutes may attend to observe/advise. The chair of governors may also attend. Neither deputy head nor chair of governors count towards a quorum.

**Quorum**

The quorum will be three governors, including at least two non-staff governors.

**Clerk**

Each meeting must be clerked. The clerk to the governors is expected to clerk each meeting but, in his absence, the clerk may be a member of the committee, another governor or an employee of the school, but not the headteacher.

**Purpose**

The committee will ensure that the Governing Body is a source of support and challenge to the school in the areas of finance, staffing and premises. The Governing Body has delegated to the committee power to oversee and made decisions regarding the management of the finances and premises of the school including the teaching resources budget.

**Method**

The committee will fulfil its purpose by meeting at least three times each school year. Three additional finance reports will be made available to the FGB throughout the year.

**Responsibilities**

The exercise of this responsibility, carried in a spirit of constructive support and critical challenge of the headteacher and management team, includes the following:

1. To oversee the preparation of the annual budget for the school and its approval in accordance with the Education Acts and the requirements of the Royal Borough of Kensington and Chelsea (RBKC) and the London Diocesan Board for Schools (LDBS), ensuring that the budget reflects the teaching and learning priorities of the school.
2. To monitor expenditure during the year against budget.
3. To review and challenge the school's staffing structure regularly to ensure it is the best structure to meet the needs of the school whilst maintaining financial integrity.
4. To establish the criteria to be used for performance review and/or performance related pay in accordance with the Pay Policy that may lead to the award of any additional points for teaching staff.
5. To benchmark the school's financial performance against other similar schools using data drawn from the official benchmarking website.
6. To ensure the school and governors' bank accounts are properly maintained and subject to periodic audit.

7. To establish Health and Safety and Security policies and monitor compliance by the school.

8. To review the building condition report prepared by the school's surveyor and prioritise repairs and improvements recommended taking account of the advice of the LDBS and the financial situation; providing advice to the Governing Body on the strategic development of the school site and buildings.

9. To oversee insurance cover obtained with the advice of, or through, RBKC or LDBS.

10. To ensure all reasonable efforts are made to achieve maximum energy conservation.

11. To oversee arrangements for the use of school premises by third parties in the community, including establishing a letting policy and scale of charges with the view to building up reserves.

12. To decide on the allocation of governors' funds with reference to supporting the needs of teaching and learning output.

13. To discuss and oversee any other matters relating to finance and premises with the overriding aim of securing the best possible physical environment for learning, moral, spiritual, cultural and social development within the financial resources available to the school.

#### General

- Ensuring regular review of all relevant policies as required relating to resources and risk.
- Further explore ways of collaborative working with other schools to maximise efficiency.
- To ensure that recommendations from OFSTED, RBKC or LDBS are implemented.

#### **Review**

These terms of reference will be reviewed annually at the committee and presented to the FGB for approval.