

WHITNASH PRIMARY SCHOOL

'Learning, growing and succeeding together'

Terms of Reference – Resources FGB



2025/2026

Whitnash Primary School

Terms of Reference for full governor's meetings focused on Resources

Chair: The meeting will be chaired by the Chair of Governors

Meetings: At least one meeting will be held each term which focusses on Resources.

The meeting will be quorate when at least half the members of the governing body are present

Introduction

The Governing Body of Whitnash Primary School has the responsibility for ensuring that resources allocated to the School are used to ensure the best outcomes and provision for pupils. It is committed to carrying out its work honestly, transparently and with integrity.

The Resources Meeting has been established by the Governing Body to assume the specific responsibilities set out in this document.

The Meeting will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS scheme) and the Minimum Standards Financial Regulations

The Meeting will always make decisions or recommendations which comply with the requirements of relevant legislation, established Codes of Practice and other recommended guidance.

All members of the Governing Body will comply with the Whitnash Governors Code of Conduct regarding meeting attendance and undertake relevant training and education offered by the School or the local authority to ensure they are equipped to undertake their roles.

The views of the Headteacher will always be taken into account before final decisions or recommendations are made formally at meetings

Specific areas of responsibility

Except where indicated, the meeting will decide on all the matters below and report decisions in the formal minutes. Named governors will work to understand the issues affecting each area in detail and will therefore be in a position to make recommendations to the full governing body. They will also be available for consultation on issues requiring a rapid response between meetings. Any actions taken will be discussed with the full board at the next available meeting.

Finance

In consultation with the Headteacher, and taking into account:

- available resources
- sustainability of commitments

- the School Improvement Plan
- forecast pupil numbers
- anticipated contractual liabilities
- other relevant factors,

To review and approve an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans

To maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities

To monitor actual income and expenditure at least once a term against the approved budget and **report any significant variances from the anticipated position in formal minutes**

To receive and consider termly financial reports from the Local Authority Finance Officer and **consider issues requiring further attention**

To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure a biennial audit of these funds.

To make decisions in respect of service level agreements with the local authority.

To ensure that sufficient funds are allocated for staff pay increments

To consider the financial aspects of the School Improvement Plan.

To undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS

To approve expenditure and virements of sums over £10,000, except where these have been specifically agreed by the Governing Body as part of its approval of the budget for the year. Sums below £10,000 are delegated to the Head Teacher. This expenditure agreement to exclude staffing expenditure which must be considered by governors in order to seek approval.

To monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes.

To ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services

To consider any other matters referred to it for advice and consideration by the local authority, external audits or the government.

To assess the school's insurance cover to ensure that it provides adequate protection against risks

Staffing

In consultation with the Headteacher, and in alignment with the School Improvement Plan, to review the staffing structure at least annually and whenever a vacancy occurs ensuring that it meets the requirements the school development plan, the curriculum and is affordable.

To receive updates on recruitment, vacancies and evolving staffing requirements (e.g. incoming pupils with EHCP/higher level needs)

To determine the arrangements for recruiting staff, including the requirements for safer recruitment and adhering to equality legislation, and to decide on where governor involvement is necessary or could be beneficial (governors will be represented in any SLT interview panel)

To review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

To consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)

To determine the School's Pay Policy to include details of how decisions on all staff pay will be made and to oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management.

To establish and keep under review other staffing policies and procedures, particularly those relating to:

- equal opportunities
- performance management and appraisal
- leave and absence including maternity and other special leave
- capability
- conduct
- grievance
- change management including redundancy and redeployment
- vetting procedures and DBS record checks
- whistleblowing

To consider any other staffing matters referred to it by the Headteacher

To receive the Staffing section of the termly Head Teacher's Report

Safeguarding

A comprehensive safeguarding update as detailed below:

- Safeguarding Training Updates
- An overview of Child Practice Safeguarding Reviews, serious case reviews, child death reviews.
- Any reports regarding Children Missing in Education
- The number of elected Home Educated Children with updates throughout the year
- The number of incidents where positive handling and restraint has been used
- The number of reports of concerns regarding a child (Green Forms) this term with an update throughout the academic year allowing for comparative data to be analysed from previous academic years. A breakdown of categories (emotional, physical, sexual and neglect)
- The number of incidents relating to self-harm and suicide ideation (suicidal thoughts) that have been recorded in the school/setting?
- The number of families open to Early Help
- The number of consultations with the Integrated Front Door
- The number of safeguarding referrals to Integrated Front Door.
- The number of escalations to the Safeguarding Escalation Protocol
- The number of reports of concern regarding an adult (Yellow Forms) this term with an update throughout the academic year allowing for comparative data to be analysed from previous academic years.
- The number of consultations with the Local Authority Designated Officer (LADO)
- The number of investigations in relation to the Staff Behaviour Policy
- The number of Position of Trust Multi-Agency Referral Forms submitted to the LADO.
- The number of prevent referrals made
- The number of young people referred to RISE.
- How many children have accessed internal counselling / other therapeutic intervention?

Additionally, the below items to be updated **annually and then when changes occur**:

- How many DSL's does the school have and is their training up to date?
- Whole school training/induction for new staff/volunteer
- Confirmation that all school staff have read KCSiE 2023 and signed to confirm understanding.
- Data on the number of staff that are safer recruitment trained
- Review the annual safeguarding audit and monitor any subsequent action plan

Premises and Infrastructure

To receive the Premises section of the Head Teacher's Termly Report.

To review with the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the School premises, grounds, safety, security and the environment including:

- undertaking repairs
- arrangements for caretaking and cleaning

- arrangements for the maintenance of the school grounds
- notification to the local authority of defects in the fabric for which it is responsible
- making sure that the school premises comply with health and safety regulations

To undertake an annual inspection of the premises and grounds and agree plans for the maintenance and improvement of the premises (with reference to any Asset Management plan) To agree budget allocations for such programmes.

To oversee the preparation of any contracts for works ensuring adherence to best value principles

To review the suitability of the School's ICT infrastructure and oversee the formulation of a longer-term ICT Development Strategy.

To approve and review policies on lettings and charges for the use of the premises by external bodies or organisations.

To consider any other matters relating to premises referred to it by the Governing Body or its Committees.

Health, Safety and Welfare

To review with the Headteacher and discharge the responsibilities of the Governing Body in relation to ensuring and promoting a Health, Safety and Welfare culture in the School.

To ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances

To monitor the completion of actions and recommendations arising from risk assessments

To receive an annual health and safety audit report and monitor any arising actions

To receive a regular report on accident statistics, near misses, incidents of violence or aggression

To ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them

To ensure that the School complies with legislation and all recommendations and guidance received from the local authority, including adopting its Health and Safety Policy.

To ensure the School implements effective fire and evacuation procedures and regularly reviews these to ensure they remain appropriate.

To ensure that work/life balance issues are given proper consideration when making decisions and that the well-being of staff, pupils and governors are always given a high priority.

To consider any other issues relating to health and safety referred to it .

To ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues

To monitor the health and safety training that staff and governors undertake

Pay Committee

- To receive an annual, anonymised, report from the Pay Committee (see separate ToR for Pay Committee.)

Head Teacher's Performance Management

- To receive confirmation before 31st December each year that the Head Teacher's Performance Management process has been carried out and concluded.

Reports from Link Governors

Finance

Lead Governors – Idan Maor and Kevin Mullis

To receive an annual report from the Lead Finance Governors in the spring term, and otherwise as necessary.

Premises and Infrastructure

Lead Governor – Kevin Mullis

To receive a termly report from the Lead Premises and Infrastructure Governor

Health, Safety & Welfare

Lead Governor – ?

To receive a termly report from the Lead H,S&W governor.

Safeguarding

Lead Governor – Margarita Kaloghirou

To receive updates from the Safeguarding Lead Governor and/or the Head Teacher on emergent Safeguarding issues (in addition to regular reporting in the termly Standards and Performance meeting)

Policies

Governors will review and approve policies as required by the rolling policy review programme. Responsibility for the policy review programme is delegated to the Head Teacher, the Lead Governor for Policies and the School Governance Professional.

From time to time it will be necessary for governors to undertake more detailed work on policy approval or other matters which cannot adequately be covered within the meeting. In order to allow time for these considerations, task and finish groups may be convened and report any recommendations to the next full meeting.

