

Buildings, Resource, Finance and Personnel Committee Terms of Reference

Eastling Primary School



The governing board will always operate in accordance with the requirements of the Education Act; the School Governance Regulations; the Local Authority Scheme for Financing Schools; the Local Authority Financial Regulations and Procedures and other relevant legislation.

These terms of reference will be reviewed at least annually.

These documents were agreed by the board at their meeting held on: 1st December 2025

Next review due by: 1st December 2026

Terms of reference for buildings, finance, resources and personnel committee

The finance, resources and personnel committee is expected to work within the following terms of reference with a focus on monitoring.

General

- To meet at least three times each year in terms pertinent to the [SFVS](#) and budget.
- To be strategically actively engaged in monitoring value for money and report back any recommendations to the board to ensure effective financial resources and efficiencies to maximise pupil outcomes.
 - To regularly monitor the impact of the costed school improvement plan in relation to the budget spend.
 - To undertake monitoring visits to the school.
 - To make regular reports to the board, in addition to the chair of the board being in receipt of a monthly finance report.
 - To annually, in the autumn term, review and recommend to the board the financial risk register and regularly review.
 - To monitor the school asset plan annually.
 - To keep in-school financial procedures under review.
- Review compliance audit reports, ensuring the board follows recommendations and actions.
- To consider safeguarding, SEND, inclusion and equalities implications when undertaking all committee functions.
- To ensure that the school is working within the SFVS recommended guidelines ([SFVS](#))
- To ensure compliance with the [LA Scheme for Financing Schools](#) and report to the board.
- To act on matters delegated by the board.

Budget

- To annually evaluate and recommend the budget for board approval.
- To maintain an up to date 'balanced' three-year budget plan, which shows clear links to the 'school improvement' and 'staffing' plans.
 - Reporting any rollover to the board highlighting any significant variances and their impact on the three-year budget plan.
 - Evaluating the school budget monitoring sheets in discussion with the school's operational finance lead and reporting to the board, ensuring this is completed six times per year ([SFVS Q3 requirement](#))
 - *Any recovery plan for budget with a deficit must be monitored for implementation and impact.*
- To approve any virement recommendations as set out and agreed in the finance policy (£8000), documented in minutes and report decisions to the board.
- Analyse and report on tenders for contract services, ensuring three written quotations in line with Scheme for Financing School.

- *For contracts and purchases greater than £8,000 but less than £50,000, three written quotations must be obtained. For contracts and purchases £50,000 and over, no fewer than three competitive tenders must be sought and document in minutes. (For more information on Procurement see [Kelsi](#))*
- To produce, with support from the school's operational finance lead, a draft SFVS return for board approval for submission to the LA before the annual deadline.
- Monitor and report to the board any SFVS remedial actions to ensure they are cleared within specified deadlines.
- To produce a report for the board to show the benchmark of school financial performance against similar schools.
- To make regular reports to the board and ensure that key financial decisions are recorded correctly in the minutes.
- To monitor the spend of extra funding such as pupil premium and sports premium, ensuring its use has impact.
- To monitor, review and evaluate all school policies and procedures and report to the board with recommendations, this includes for example those related to anti-fraud, bribery and corruption, finance, lettings, whistleblowing, governor allowance, charging and remissions, gifts and hospitality and the KCC Cash award guidance for schools.
- Ensure annual governor skills audit/financial skills audit is undertaken and evaluated.
- To monitor and evaluate the management of the voluntary fund and to receive the audited accounts and report.
- *Any additional strategic items which individual boards may wish to include.*

Premises and insurance

- To seek advice from the Local Authority, diocese, or foundation trust, where appropriate to ensure adequate levels of buildings insurance and personal liability.
- To monitor the implementation of the school buildings strategy plan informing the board of the proposed order of priorities.
- To review the business continuity plan and make recommendation to the board.
- To review and approve the accessibility plan and ensure inclusion.
- To receive the school asset plan annually.
- To monitor the maintenance plan.

Staffing

- To annually determine the staff complement/structure in consultation with the headteacher and recommend to the board.
- To review the pay policy for approval by the board.
- To annually review the appraisal policy, recruitment policy and compliance with the statutory guidance on [Induction of Early Career Teacher](#) (ECT).
- To ensure that staffing procedures follow equalities legislation.
- To annually review procedures for dealing with staff discipline and conduct and grievances and make recommendations to the board for approval.
- To monitor the CPD budget against the school improvement plan and staff needs to ensure staff development, progression and raised pupil outcomes.

Health and safety (H&S)

- To review and recommend the H&S policy to the FGB for approval and adoption.
- To monitor the H&S policy.
- To receive confirmation of completion of compliance checks from operational lead as per H&S policy.
- To monitor FGB agreed actions from the annual H&S Inspection Report.
- To receive the LA required H&S Inspection Reports from the operational lead three times a year as per the H&S policy.
- To ensure H&S governor appointed and monitoring visits take place as agreed within the monitoring schedule.
- To receive the written H&S governor monitoring reports in a timely manner.

Membership of the buildings, finance, resources and personnel committee

Quorum:	3		
Chair:	Catherine Mitchell		
Vice Chair (optional):			
Governors	1.Melanie Dale	2.Riz Hanid	3.Emma Bilby
(insert names in spaces):	4. Catherine Mitchell	5.	6.
Governance Professional:	Andy Flatt		