Carden Primary School
Development and Resources Committee
Terms of Reference 2026/2027

Core Governing Body functions addressed by this committee are:

- Overseeing the financial performance of the school and making sure its money is well spent
- Holding the headteacher to account for the performance management of staff

Aims and objectives:

- Deliver a balanced budget in accordance with the priorities in the School Development Plan
- Ensure best value from resources
- Ensure effective performance management
- Source of expertise for GB on finance, premises, pay and staffing matters
- Monitor relevant School's Development Plan actions

1. Meetings and membership

The quorum of the Committee shall be **three** members excluding the headteacher.

(1) In the absence of the headteacher, her representative may attend as advisor/observer without voting rights.

(2) The Business Manager *m*ay attend meetings but will have no voting rights

(3) The meeting will be clerked

(4) The committee shall sit at least once per year, with additional meetings as they or the GB consider necessary.

(5) The committee will present the minutes of its meeting at the following FGB meeting.

2. Responsibilities

1 To ensure the school operates within the Financial Regulations of the LA and the Scheme of Delegation. To exercise the powers and duties of the Governing Body in respect of the financial administration of the school in accordance with the Scheme of Delegation.

2 To review the Scheme of Delegation annually and recommend amendments for approval by the full Governing Body.

3 To review the school's local financial procedures.

4 To ensure proper arrangements are in place for the audit of the school fund.

5 To draft an annual budget, consistent with the objectives of the School Development Plan and recommend approval to the Governing Body.

6 To determine whether sufficient funds are available for pay increments as recommended by the headteacher and any expenditure including that recommended by other committees.

7 To prepare, on an annual basis, a rolling three year budget plan in accordance with Local Authority requirements.

8 To ensure the school adheres to the conditions of the Local Authority's Scheme for Financing schools.

9 The D&R committee shall consider budgetary control reports on the school's financial position at every meeting and take appropriate action to contain expenditure within the budget. To make decisions on expenditure within the powers delegated by the full Governing Body and to advise it on decisions outside those powers.

10 The D&R committee shall report to the Full Governing Body all significant financial matters or anomalies from anticipated budget.

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11 To approve virements within the powers delegated by the full Governing Body and to advise it on decisions outside those powers.

12 To ensure the school complies with the DfE's financial value standard (SFVS) and that any aspects for development/improvement at the annual review have been actioned.

13 To recommend the level of delegation to the headteacher for the day-to-day financial management of the school for approval by the full Governing Body (or has this been included already).

14 To ensure best value principles of comparison, challenge, consultation and competition are applied in the school's management of resources and that expenditure respects the principles of the best value regime.

15 The committee shall review the efficacy and necessity of relevant policies and make recommendations to the FGB, to include where it is considered appropriate, to delegate monitoring to the headteacher or to act as required to improve outcomes.

The policies current at Sept 2026 are:

Teacher Appraisal and Capability
Teachers Pay
Grievance
Disciplinary
Staff Code of Conduct
Privacy Notice for School Workforce
Governors Allowance
Charging and Remissions
Acceptable Use of ICT
Data protection
Freedom of information
Whistleblowing (Raising concerns in public life)
Central record of recruitment/Safer recruitment
Financial Scheme of Delegation
Pupil Premium Year Plan
Lettings

16 To monitor adherence to asset management plan and take remedial action where required.

17 To ensure the school is appropriately staffed to deliver the school's curriculum in order to support learners learning, achievement, health and welfare and to recommend to the Governing Body and keep under review the staffing structure in close consultation with the Headteacher.

18 To agree and oversee the appointment procedure for all staff according to any agreed delegation of appointments framework.

19 To oversee the process leading to staff reductions.

20 To review and amend as necessary a pay and performance management policy for the school in accordance with statutory requirements. To recommend to the governors the annual budget needed for pay.

21 To agree a process and undertake the annual appraisal of the headteacher (appointed governors involved in this must have received the appropriate training).

22 To ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection.

23 To establish how this committee will exercise its duties and a method of evaluating its effectiveness. Effectiveness to be evaluated annually.

24 At every meeting consider progress against relevant aspects of the School Development Plan.

25 To ensure attendance by chair or other committee member at SLT meetings where appropriate.