



Thames Ditton Infant School
TERMS OF REFERENCE 2025-26
Finance & Resources Committee

MEMBERSHIP

Membership of the Finance & Resources Committee (“The Committee”) shall be no fewer than four governors. A member of the governing body is welcome to attend any Committee meeting, but only members of The Committee are entitled to vote. From time to time as the need arises, The Committee may invite observers to attend meetings.

QUORUM

A minimum of two governors plus the Chair with either the School Business Manager or the Head teacher must be present for The Committee to be quorate.

MEETINGS

Termly, with a minimum of three meetings a year, unless otherwise agreed by members of The Committee, and as necessary.

TERMS OF REFERENCE

The Committee has delegated responsibility for the following areas:

- To promote high standards of educational achievement
- Monitoring standards and progress in all areas of the school’s work relating to finance, and premises to ensure Best Value as per the Best Value Statement
- Monitoring those areas of self-evaluation and review, related to the work of The Committee as identified in the School Development Plan

Monitoring financial responsibilities which include:

- Monitoring and reviewing the school’s financial management, systems and policies to ensure that these aspects in line with SFVS
- Agreeing a draft budget (Autumn term)
- Considering the financial outturn
- Setting a budget and submitting the budget to the LA
- Receiving a report from the nominated finance governor on accumulative monthly spend
- Ensuring no greater than 10% virement between headings and not exceed the grand total of the approved annual budget
- Planning and prioritising expenditure for the whole year

- Monitoring all school expenditure
- Making interim decisions on spending within the above constraints
- Obtaining final budget approval of the full Governing Body prior to the upcoming financial year
- Monitoring the Donations Fund and Fundraising plans / strategies
- Reviewing long term financial sustainability

Monitoring the school premises in respect of finance which includes:

- Approving the cost and arrangement for maintenance, repairs and redecoration
- Overseeing the preparation and implementation of contracts
- Maintaining a Lettings and Charging Policy for the approval of the Governing Body
- Ensuring any necessary liaison with the LA's Property Services Department

Monitoring the school premises in respect of health and safety and use / effectiveness which includes:

- Reviewing reports of health and safety, security and disability issues received from health and safety governor
- Health and safety governor inspecting premises and grounds and preparing a statement of priorities for maintenance and development for approval of The Committee
- Ensuring that the school complies with the Health & Safety regulations, including a termly inspection and report on fire and electrical safety
- Ensuring any necessary liaison with the LA's Property Services Department
- Ensuring computing resources are used safely

Reviewing and monitoring the implementation of some (all) the following statutory policies (subject to review in 2024/5 by the HT and SBM):

- **Admissions Policy**
- **Governors Allowances**
- Best Value Policy Statement
- **Charging & Remissions**
- **Finance Policy**
- **Lettings Policy**
- Acceptable Use of IT Policy and Agreement
- Data Breach Policy
- Freedom of Information
- **Information Security Policy**
- Subject Access Data
- **School Fund and Donations Policy**
- **Emergency Plan**
- **Health, Safety & Welfare**
- Whistleblowing
- **Privacy Notice for Governors and Volunteers**
- **Privacy Notice for Pupils and Parents**
- **Privacy Notice for Staff**
- **School Uniforms**

Training and Development

- Governors to be trained in areas relevant to The Committee as identified by the training matrix (see appendix)
- Governors to undertake monitoring visits as determined by need

Governing Body

The Chairman of The Committee will report on Strategic matters to the full Governing Body at each termly meeting.

The SEND Governor will join a SEND sub-committee along with the Chair of Curriculum and Data, the Chair of Safeguarding and Wellbeing and the Chair of Finance and Resources.

Terms of Reference

These terms of reference will be reviewed annually.

Date updated: Autumn 2025

Review date: Autumn 2026

Advice given by Governors at this school is incidental to their professional expertise and is not given in their professional capacity.