Fulbourn Primary School
Premises and Resources Committee
Terms of Reference 2025-2026

General Terms

- To act on matters delegated by the full governing body as identified in the annual schedule of work.
- To liaise and consult with other committees including FGB where necessary.
- To ensure financial probity.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To ensure compliance with General Data Protection Regulations and provide an annual update on GDPR to the full governing body.
- The P&R Committee consistently maintain a focus on the schools four core values: Creativity, Courage, Curiosity and Compassion.

Quorum

- The quorum is 3, one of whom should be the Head teacher or their delegated Assistant Head.
- Apologies should be sent by email to both Chair and Clerk of the committee in advance of a meeting.

Meetings

- The P&R Committee meets twice per term in every academic year. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in their absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial Policy & Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy and a lettings policy
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan.
- To make decisions in respect of service level agreements and entering into contracts (up to financial limit set in the Local Scheme of Delegation).
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive budget monitoring reports from the headteacher at least 6 times per year (once per half term).
- To receive, approve and submit the six-month forecast outturn position as required by the LA.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS) on an annual basis as required by the LA.
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary. *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development and Maintenance Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To seek advice from Local Authority on insurance, where appropriate.
- To review security of school premises and equipment.
- To agree level of maintenance service the school will buy from service providers.
- To monitor expenditure of the Devolved Formula Capital budget.
- The committee may discharge its duties in relation to Health and Safety monitoring through a sub-group, which may include members of this committee and appropriately qualified staff or volunteers (the Chair must be a full governor and member of the committee). The sub-group will report any matters which require the committee's attention at each meeting.

Staffing

- To monitor staff and headteacher/SLT wellbeing
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To review other personnel policies in line with Local Authority/Education Personnel Management Ltd guidance.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as

necessary.

- In consultation with staff, to oversee any process leading to staff restructures
- To agree and monitor training for teachers, support staff and governors
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Statutory Policies Delegated to the Committee

- Statutory policies delegated to the P&R Committee, on behalf of the FGB, are detailed below. These also feature within the school's Policy Schedule and the Governor's Annual Schedule of Work:
  - Charging & Remissions Policy
  - Accessibility Plan
  - Exit Interview Policy
  - Data Protection Policy
  - Personal Information Policy
  - Data Retention Policy
  - Data Subject Access Request Policy
  - Protection of Biometric Information of Children Policy
  - Health & Safety Policy
  - Fire Safety Policy
  - First Aid in School Policy
  - Environmental Policy

Date approved: 3rd December 2025 by the Full Governing Body

To be reviewed annually