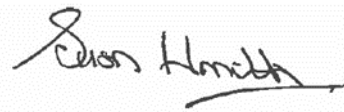


Terms of Reference for Academy Committees

RESOURCES COMMITTEE

Approved by the Board of Trustees on 7th October 2024

Signature of the Chair of the Board of Trustees:



Review date: Autumn Term 2025

The Trust Board shall establish committees to assist it in fulfilling its duties (Article 100).

The Board of Trustees shall determine and approve the Terms of Reference of each committee and shall review those terms at the start of each academic year (Article 101).

The following responsibilities and functions are delegated to the Resources committee:

Financial Oversight

- Ensure compliance with the requirements of the Funding Agreement, Academy Trust Handbook and the Trust's Scheme of Financial Delegation, which includes delegated limits for spending and virements (budgetary adjustments) for the school's local budget.
- Ensure that the financial systems in place to maintain full, accurate and transparent accounting records are highly effective and have operative financial controls; to include related systems to manage assets and property in order to prevent loss or misuse.
- Ensure value for money, regularity and propriety in relation to the management of funds, using discretion reasonably to command broad public support.
- Receive and review the school's risk register from the Finance Audit and Risk committee, taking action as appropriate.

- Ensure that the school's tender and procurement processes are in line with the Trust's Scheme of Financial Delegation and with the EU Procurement Directives (as enforced in the UK via the Public Contract Regulations 2015).

Financial Planning, Monitoring and Reporting

- In consultation with the EHT/Head Teacher, develop a three year financial plan, taking into account the school's improvement priorities, roll projection, pay increment requirements and any anticipated changes to future years' budgets.
- To determine, in consultation with the EHT/Head Teacher, a balanced budget for the (academy) financial year for the school's local governing body to review, approve and submit to the Trust for ratification by 30th June at the latest.
- Receive and consider information on the financial performance of the school at least three times a year, taking prompt action to ensure ongoing viability; to include the annual audit report.
- Maintain sufficient rigour and scrutiny in the budget management process to understand and address variances between the budget forecast and actual income and expenditure.
- Ensure that the school is continuously insured via the DfE's risk protection arrangement.
- Liaise with other committees to provide them with the information they need to exercise their duties; report back to each local FGB meeting highlighting any potential problems or significant anomalies at an early date.
- Ensure that accurate information related to the financial and asset management of the school is provided promptly to the Trust, as required.

Premises and Site

- Ensure the provision of a safe, suitable and stimulating learning environment; to include the further development of the site where viable to support the curriculum and learning.

- Evaluate the effectiveness of health and safety practice in the school, taking into account information pertaining to risk management, accidents on site and responses to emergency circumstances – to include RIDDOR referrals.
- In consultation with the EHT/Head Teacher commission, review and propose priorities for action in response to building condition surveys, health and safety audits, fire safety audits and related compliance information/requirements.
- To create a project working group to oversee any major premises developments in consultation with the local FGB and Trust, where appropriate.

Staffing

- To monitor the recruitment, retention and overall well-being of staff; to include working with other committees to ensure fulfilment of the school improvement plan and effective operation of the school within budget.
- To adopt and ensure compliance with the Trust's policies relating to staff matters; to include the duty of care to all staff.
- To provide members of a Pay Sub-committee to review and decide on pay for all staff except the Chief Executive Officer and Executive Head Teacher
- To receive reports from the ECT Coordinator, or designated senior leader, on induction arrangements and progress of ECTs.

Additional Local Responsibilities

Policies

The Board of Trustees delegates authority to this committee to review and approve the following policies:

- Charging and Remissions
- Accessibility Plan
- Health and Safety and First Aid in School
- Teachers' Appraisal

Quorum and Membership

The quorum shall be 3.

If required, academy staff may be in attendance at committee meetings to provide information and answer Governors' questions.

At the first meeting of each autumn term the committee shall appoint a Chair and Vice-Chair from among Governors. The term of office for Chair and Vice-Chair will be 1 year

The committee shall meet as often as is necessary to fulfil its responsibilities and not less than once per term.

Procedures

The Clerk shall send out an agenda for each meeting, together with any supporting papers, at least one week in advance of the meeting. All papers and documents for meetings will be uploaded to the committee's section of the Cloud/Moodle.

Any Governor has the right to request the inclusion of an item on the agenda as long as the Chair has agreed to it in advance.

Unless a meeting is quorate the committee may only make recommendations and not decisions.

All decisions must be proposed, seconded and voted on. The minutes must record the proposer, the seconder and the result of the vote.

Decisions made by the committee must be made by a majority of votes cast by committee members present and eligible to vote.

Where there is an equal division of votes the Chair shall have the casting vote.

The clerk will send copies of the draft minutes approved by the Chair, to all members of the committee within 14 days of the meeting.

The minutes of each meeting will be considered for approval, or amended at the next meeting and once approved by the committee as a true record will be signed and by the Chair.

Signed minutes will be presented to the next Full Local Governing Board meeting.