



Ralph Sadleir School

Status: FINAL

Approval Date: 21st September 2020

Approved by: Board of Directors

Review Period: Annually

TERMS OF REFERENCE 2020 - 21

RESOURCES COMMITTEE

Overview:

The Resources Committee will report to the Local Governing Body. The Terms of Reference for the Committee have been determined in line with the Academy Trust Articles of Association, Funding Agreement and Department of Education Academy Trust Financial Handbook.

Meetings:

The committee will meet at least three times per annum. Membership will be a minimum of five members, subject to annual review by the Local Governing Body. Lead advisor to this committee will be the Business Manager and Health & Safety Officer and any other senior leader that the committee deem necessary in carrying out its responsibility.

Review:

The membership and terms of reference of every Committee shall be reviewed annually by the Local Governing Body. The Board of Director will approve the constitution, membership, and proceedings of all Committee meetings annually.

Quorum:

Minimum members of the committee in attendance at each meeting must be three and two of which should be non-staff governors.

Voting:

Any decisions within the agreed remit of the Committee and in line with the Committee Terms of Reference will be accepted by the Board of Directors on a majority vote of the attendees.

Procedures:

A Chair and Vice Chair must be elected for a term of one year. They must be a Director or Governor but cannot be employed by the Academy Trust. The Chair has a casting vote, if required.

- An agenda should be sent out giving 7 clear days' notice of meetings.
- Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the Committee once reviewed at the next subsequent meeting.
- Supportive documentation will be emailed to the Committee 7 days prior to the meeting taking place. In exceptional circumstances, support documentation may be tabled at the meeting. This will be kept to a minimum and approved by the Chair of the Committee prior to the meeting taking place.
- Minutes will be distributed to the Chair of the Committee within 21 days of the meeting taking place.
- Reports from the meeting will be published in the normal manner.

Proud to Achieve

Decisions:

Committee decisions, taken within their constitutional remit, have the status of decisions made by the Local Governing Body. Feedback of Committee meetings should be circulated to all Directors / Governors and will be discussed at the next meeting of the Local Governing Body and a record made in the minutes of those meetings.

Role of Committee Chair:

The Committee Chair will be responsible for ensuring that:

- Convening of meetings of the Committee and issuing the agenda.
- The Committee discharges all its responsibility set out in its remit.
- The Committee works closely with the Academy Trust senior managers.
- The taking of minutes of meetings by a committee member.
- The feedback from the meeting is forwarded to the Clerk of the Local Governing Body and it is presented at the next Local Governing Body meeting.

Delegation Powers:

The Local Governing Body has delegated the following powers to the Committee:

- Consider the Academy Trust's General Annual Grant, notified annually by the Business Manager, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board of Directors.
- Consider and recommend acceptance/non-acceptance of the academy's budget forecast to the Board of Directors in a timely manner to meet the submission deadline of the 31st July to the Education and Skills Funding Agency (ESFA).
- Contribute to the formulation of the academy's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
- Receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- Liaise with and receive reports from the Local Governing Body, Remuneration, and Curriculum and Achievement Committees, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.
- Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Board of Directors.
- Monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- Prepare the financial statement to form part of the annual report of the Board of Directors for filing in accordance with Companies Act and Charity Commission requirements.
- Monitor expenditure of all voluntary funds kept on behalf of the Academy Trust.
- Annually review charges and remissions policies and expenses policies.
- Ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- Determine whether sufficient funds are available for pay increments as recommended by Remuneration Committee.
- Establish and review the Board of Directors Business Continuity Plan
- Monitor decisions in respect of service agreements, contracts and insurance (buildings and public liability) and to report them to the Board of Directors as defined in the Schedule of Financial Delegation.
- Be responsible, in conjunction with the Board of Directors, for determining dismissal payments/early retirement.

- Maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory.
- Review and agree policies relating to Finance as delegated by the Board of Directors.
- Monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the Academy Improvement Plan.
- Review benchmarking data on an annual basis.

Personnel:

- Monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the Academy Improvement Plan.
- Establish and determine on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure. The Pay Policy will have final approval by the Board of Directors.
- Oversee the appointment procedure for all staff (excluding the Headteacher) to include ensuring the school has adequate arrangements in place to complete pre-employment checks linking Single Central Record.
- Ensure that all staff are reminded of the school's Whistleblowing Policy on a regular basis.
- Ensure that new governing body members to the Committee receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a Mentor/Buddy to help and support the induction of new governors.
- Review and agree policies relating to Human Resources/Personnel matters as delegated by the Local Governing Body.

Premises:

- Monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the Academy Improvement Plan
- Advise the Board of Directors on priorities for the maintenance and development of the school's premises.
- Oversee arrangements for repairs and maintenance; procuring and maintaining buildings, including developing a properly funded maintenance plan.
- In consultation with the Headteacher and the Business Manager, to oversee premises-related funding bids and make appropriate recommendations to the Board of Directors.
- Oversee arrangements for the use of school premises by outside users, subject to the lettings policy.
- Establish and keep under review a Building Development Plan.
- Review and agree policies relating to Premises matters as delegated.

Health & Safety:

- Be familiar with National and Local Health and Safety legislation and guidelines.
- Participate in the development and review of academy Health and Safety policies and to recommend them for adoption by the Board of Directors.
- Ensure that all statutory requirements for the safety and wellbeing of staff and the safe management of school premises and care of pupils are discharged.
- Ensure that appropriate Risk Assessments are carried out to ensure that activities and premises, materials and equipment used by the school do not present health and safety risks.
- Ensure that partner providers and other users of school premises have appropriate risk assessments and Health and Safety procedures in place.
- Ensure that all children are safe and healthy through the provision of a secure environment.
- Receive and consider any reports and audits completed by the School's Health and Safety representatives, the Headteacher/Senior Management or Health & Safety Governor arising from

general inspection of the school, to identify issues that need to be addressed and to report at least once a year to the committee.

- Act as advisers/consultants to the Board of Directors on Health and Safety matters.
- Ensure that the school follows procedures in respect of permissions to work when carrying out work on premises i.e. asbestos.

Audit:

- Review the body's internal and external financial statements and reports to ensure that they reflect best practice.
- Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.
- Consider all relevant reports by the Business Manager, Responsible Officer and Auditors or the appointed external auditor, including reports on the body's accounts, achievement of value for money and the response to any management letters.
- Review the effectiveness of the body's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
- Ensure that the body's internal audit service meets, or exceeds, the standards specified in the Government Internal Audit Manual, complies in all other respects with these guidelines and meets agreed levels of service.
- Consider and advise the Board of Directors on the body's annual and long-term audit programme.
- Receive auditors' reports and to recommend to the Board of Directors action as appropriate in response to audit findings.
- Consider internal audit reports, including value-for-money reports and the arrangements for their implementation and relevant reports from the Responsible Officer.
- Consider any other matters where requested to do so by the board.
- Report at least once a year to the board on the discharge of the above duties
- Recommend to the Board of Directors the appointment or reappointment of the auditors of the academy.

Policies:

- Review, determine and approve policies as delegated to the Committee as defined in the Policy Schedule.
- Ensure approval by the Board of Directors is obtained where necessary for policies outside the remit of approval for this committee i.e. Health & Safety Policy.

These Terms of Reference approved by the Board of Directors	21 st September 2020
Chair of the Committee	Mr M King
Clerk to the Committee	Miss C Gilbert
Date Committee established	9 th October 2013