



# Ralph Sadleir School

Status: FINAL  
Approval Date: 25th September 23

Approved by:  
Board of Directors

Review Period:  
Annually

## TERMS OF REFERENCE 2023-24

### RESOURCES COMMITTEE

#### **Overview:**

The Resources Committee will report to the Board of Directors. 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 Board of Directors. Lead advisor to this committee will be the Office 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 Board of Directors. The Board of Directors 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 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 Board of Directors. Feedback of Committee meetings should be circulated to all Directors and will be discussed at the next meeting of the Board of Directors 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 Board of Directors and it is presented at the next Board of Directors meeting.

**Delegation Powers:**

The Board of Directors has delegated the following powers to the Committee:

- Consider the Academy Trust's General Annual Grant, notified annually by the Office 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 31<sup>st</sup> 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 Board of Trustees, 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 Directors 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 Directors.
- Review and agree policies relating to Human Resources/Personnel matters as delegated by the Board of Directors.

**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 Office 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 Director 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.

**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 <b>approved</b> by the Board of Directors	25 <sup>th</sup> September 2023
Chair of the Committee	M King
Date Committee established	9 <sup>th</sup> October 2013