



Terms of Reference

Resources Committee, including Finance & Audit

General Terms

- To act on matters delegated by the full governing body, as outlined below.
- To maintain an oversight of the Academy Trust's financial, governance, risk management and internal control systems, taking full account of the ESFA Handbook, regulations from Companies House and the Charities Commission.
- To liaise and consult with the Curriculum Committee where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- **To report and make recommendations to the Governing Board at the next Full Governing Board meeting.**

Quorum

- Three trustee members of the committee, the Principal and as required the Business Manager.

Meetings

- One meeting each half term.
- The Committee meetings will not be open to the public but minutes shall be made available. Any information relating to a named person or any other matter that the committee considers confidential will not 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, but should not be the chair of trustees.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number, who is not the Principal nor the School Business Manager.
- The draft Part 1 minutes of each meeting will be circulated at least 5 clear working days before with the agenda for the next ordinary meeting of the full governing board. The draft Part 2 minutes will also be made available on Governor Hub and at the full governing board meeting when the drafts will be presented by the committee chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of trustee committee members present and voting.

Financial policy and planning

- To review, adopt and monitor the Academy's Financial Handbook which includes the scheme of delegation for spending and budgetary adjustments for the committee, Principal and other nominated staff.
- To review, adopt and monitor all additional financial policies, for example the statutory charging and remissions policy.
- To establish and maintain a minimum three-year financial plan, but where possible a five-year financial plan, taking into the account priorities of the School Development Plan, roll projection and funding from ESFA, within the constraints of available information.



- To propose for adoption at the Full Board an annual school budget that takes into account the priorities of the School Development Plan and ESFA regulations.
- To make decisions in respect of any service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Curriculum Committee.

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 Principal.
- 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 liaise with the Curriculum Committee and provide them with the information they need to perform their duties.
- Subject to the scheme of delegation, approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the Academy.
- Prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.

Audit and risk management

- To obtain outside legal or independent professional advice it considers necessary, in consultation with the Principal and Trust Board.
- To review the external auditor's plan each year, receive the auditors' reports and recommend actions to be taken to the Trust Board, as appropriate, in response to any audit findings.
- To agree an annual programme of internal scrutiny and audit, which is objective and independent, covering systems, controls, transactions, and risks.
- To review the effectiveness and resources of the internal/external auditors or scrutineers to provide a basis of recommendation to the Trust Board for their reappointment, dismissal, retendering, or renumeration.
- Review the Academy Trust Handbook annually and discuss benchmarking reports, making suggestions for any improvements to the Trust Board.
- Conduct a regular review of the risk register, overseen at least annually, which will include Health & Safety, education risks and educational trips.

Premises

- To provide support and guidance for the Trust Board and the Principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that daily, weekly, monthly and annual inspections 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 Principal 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 Principal 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 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.

Staffing

- To ensure that the Academy is staffed sufficiently for the fulfilment of the School 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 Principal.
- 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 and make recommendations for change to the Full Governing Body.
- 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 recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- To act as a pool of Trustees for senior staff appointments, which may include the Principal.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to staffing, for example training.

Panels & Extraordinary Committees

- Panels and Extraordinary Committees will be convened as required, including Pupil Discipline and Appraisal and Pay Review.