



Marlfields Primary Academy

Where Children Come First

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.
- The Terms of Reference documents will be reviewed annually.
- **To report and make recommendations to the Governing Board at the next Full Governing Board (FGB) 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 Trust 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.
- Monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensure that funding is spent effectively and is having the intended impact on pupil outcomes.
- 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, and recommend approval of the school resource management self-assessment checklist annually
- 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.
- To review the trust's insurance cover in compliance with its legal obligations.

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 appropriate daily, weekly, monthly and annual inspections of the premises, grounds and equipment 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, receive an annual Health and Safety audit and regular reports on accidents and incidents highlighted from the school H&S Committee, monitoring actions arising as appropriate.
- 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 and the Environment Act 2021, 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 consider applications from staff for variation to contract, such as reduced working hours and flexible working requests.
- 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.

Resources committee approval: October 2023

Full Governing Board review: November 2023