

## Resources Committee

### Terms of Reference

#### 1. Purpose

To assist the decision making of the Board of Directors by undertaking a more detailed consideration of the Board's responsibility to ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the Board of Directors on a regular basis. Major issues will be referred to the full Board for ratification.

#### 2. Membership

The group will comprise a number of Directors appointed by the Full Board of Directors and the following non-voting representatives:

Head of Educational Support  
Federation Management Accountant  
Federation Finance Manager  
Clerk

Other stakeholders may be invited to attend meetings for specific agenda items or co-opted to the group as necessary.

##### Chair and Vice-chair

The Chair and Vice-Chair of the Resources Committee will be elected by vote of the members of the committee every two years. The holders of Chair and Vice-Chair of the Resources Committee will also become a member of the Company Trust.

#### 3. Operational Processes

The Resources Committee will meet formally a minimum of three times annually once per term. Additional meetings may be scheduled to address specific issues. All Directors agree to attend all of the Committee meetings and where absence is unavoidable will submit any reports in advance to the Clerk to the Directors. Unless otherwise agreed by all members of the Committee, notice of meetings, confirmation of the venue, time and date together with an agenda and all relevant papers, should normally be circulated to each member at least seven days prior to the date of the meeting.

The quorum for any meeting of the Resources Committee will be three Directors.

#### 4. Reporting

The Clerk shall minute the proceedings and resolutions of the Committee. Minutes of Committee meetings shall be circulated promptly to all members of the Committee for approval.

## **5. Responsibilities**

### **Financial**

1. To consider in consultation with the Executive Headteacher the Trust's budget and to assess its implications for the Trust drawing any matters of significance or concern to the attention of the Board of Directors.
2. To recommend to the Board of Directors the acceptance/non-acceptance of the Trust's budget.
3. To contribute in consultation with the Executive Head Teacher to the formulation of the Trust's development plan through the consideration of financial priorities and proposals with the stated and agreed aims and objectives of the Trust.
4. To monitor and review income and expenditure of all public funds including the level and use of any ring-fenced, contingency or reserves to ensure compliance with the overall financial plan, with the financial regulations of the Trust, the EFA Academies Financial Handbook and the compatibility of all such proposals with the development priorities set out in the development plan.
5. To bring any financial matters of concern to the attention of the Board of Directors where appropriate.
6. To receive and consider the monthly finance reports and approve in-year virements between different budgetary headings which are above the powers delegated to the Executive Headteacher
7. To liaise with and receive reports from the Audit committee.
8. To liaise with other committees as appropriate and to make recommendations to those committees about the financial aspects of matters being considered by them.
9. To monitor and review on a regular basis procedures for ensuring the effective implementation and operation of financial processes including the Trust's arrangements for obtaining quotations and Tenders, implementation of bank account arrangements and where appropriate to make recommendations for the investment of reserves.
10. To determine insurance arrangements on behalf of the Trust
11. To review the maintenance of inventories and the security of assets.
12. To agree the write offs on behalf of the Board.
13. To monitor and approve the use of income from the sale of assets.
14. To establish and monitor a directors expenses scheme
15. To review and approve all financial related policies.

### **Premises**

16. To determine matters relating to Health and Safety and the security of the premises and its occupants
17. To monitor the use and suitability of the premises in relation to the above
18. Review the Trust Health & Safety Policy on an annual basis.
19. Oversee Asbestos Policy and Procedures and consider the wider risk management issues
20. To receive reports on any significant matters affecting the day to day management of any premises used for the purposes of the Trust.
21. Receive reports/audits from Health & Safety representatives for consideration
22. Consider any item referred by the full Board of Directors.

### **Staffing**

23. To determine the staff complement
24. To determine and review staffing structure including any temporary appointments (This is shared responsibility with the Achievement and Standards Committee).
25. To observe all statutory and contractual regulations
26. To authorise the Executive Headteacher to determine levels of pay when appointing staff
27. To receive reports in respect of staffing including significant absence issues that have a budgetary implication, employee relations issues and considerations for employee reward and recognition as appropriate and to make recommendations to the full Board of Directors action as appropriate in response to these reports.

## **6. Authority**

The Committee has the authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

investigate any activity within its terms of reference.

seek any information that it requires from any employee. All employees are directed to cooperate with any requests made by the committee.

obtain outside legal or independent professional advice and such advisors may attend meetings as necessary.

Review date: November 2016