

RESOURCES COMMITTEE (including audit responsibilities)

Purpose of the Committee

The purpose of this committee is to provide advice, support and guidance to the head teacher (HT) and governing body (GB) on all matters relating to the resources of the School. Its remit includes the management of personnel, premises and finances (including audit).

It maintains an oversight of:

1. The day-to-day operation of the School's finances, with due regard for the requirements of the Academies Financial Handbook and the Academy Funding agreement;
2. Best practice and compliance with legal requirements in the recruitment, deployment, retention, performance management, development and welfare of all the school's staff; and
3. The standards of accommodation, catering, cleaning, decorating and maintenance, as well as any wider issues referred to it by the full governing body. It monitors efficient use of utilities such as water, electricity or gas and maintains an overview of costs and the lettings policy of the premises. It also considers the longer-term premises plans for the School.

Membership of the Committee

To consist of a minimum of 4 governors - including the HT - but fewer than half the total number of governors in post (to prevent undue influence).

The Business Manager (BM) of the School is invited to attend all meetings as a representative of the Senior Leadership Team and the Bursar may attend if requested by the Committee.

The Chair or VC of the GB should be a member of this Committee as it is a key area for the GB.

Disqualifications

Staff employed by the trust may attend Resources Committee meetings to provide information and participate in general discussions. They may not participate, or vote, when matters relating to audit or personnel are discussed, and will be asked to leave the meeting for these items. The HT is the only exception to this term, though he/she may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Meetings

The Committee shall meet at least once each term, and may schedule additional meetings as it deems necessary.

Minutes will be taken by the Clerk to the GB.

The Committee will liaise with other committees and may invite other committee members or guests to attend its meetings, to inform discussions. Any governor is entitled to attend a meeting of this Committee but does not have voting rights unless previously agreed by a meeting of the FGB. Any non-members may be invited to leave the meeting to allow frank and open discussion to take place.

Any matters which may be in conflict with the work of another Committee must be referred to the FGB for resolution.

The meetings will not be open to the public.

Quorum

The Committee can only agree formal business if there is a minimum of three governors present at the meeting (or participating by electronic means).

The Committee shall not meet without the HT or someone nominated by him/her being present at the meeting.

Chair/Vice Chair (VC)

The Chair and VC of the Committee will be elected by Committee members at the first meeting of each academic year in a ballot.

The Chair will report the work of the Committee to the regular meetings of the GB.

The Chair has a casting vote, if required.

Terms of reference

1. To contribute to, and monitor, all personnel, premises and finance-related elements of the School's Development Plan.
2. To review any policies relating to the management of staff, finance or the letting of premises (charges) as necessary.
3. To discharge any functions delegated to the Committee by the FGB and report back.
4. To approve improvement plans and actions relating to any of the 'Resources' areas.

PERSONNEL

5. In consultation with the HT, determine the staffing structure of the school and review the progress of newly-appointed staff.
6. To consider proposals for all new teaching or support staff positions in School, suggested by the HT, bearing in mind long term sustainability and the principles of the Organisational Change policy.
7. To recommend the annual pay budget, including pay progression at all levels. The governing body recognises that funding cannot be used as a criterion to decide performance pay progression.
8. In consultation with staff, to oversee any process leading to staff reductions.
9. To review, adopt and monitor procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
10. To review, adopt and monitor Pay Policies for teaching and for support staff and receive recommendations from the Pay Committee on their effectiveness.
11. To determine the size of the leadership group; and set an Indicative Pay Range (IPR) for the Headteacher Leadership Pay Range and for other staff on the Leadership Pay Spine.
12. To review all pay ranges, annually, as part of the Pay Policy review process.
13. To review, adopt and monitor a Performance Management policy.

14. To review and adopt the Allegation of Abuse against School staff policy.
15. To monitor the School's succession plans for leadership and development.
16. To keep under review the HT and staff's work life balance.
17. To consider interim requests for changes in responsibility /salary during the year.
18. To review the evaluation of the School's staff training programme.
19. NEW: to monitor staff absence rates and the effectiveness of the staff attendance policy.

PREMISES

20. To establish and keep under review the Building and Grounds Maintenance Plans, including an annual inspection of the School.
21. To regularly review premises-related expenditure including anticipated costs for the next academic year.
22. In consultation with the Headteacher and Site Manager, have oversight of premises-related funding bids, and in particular academies' Capital Improvement Fund (CIF) projects.
23. To monitor the appointment of architects, builders, ground maintenance teams, surveyors etc according to established procedures laid down by school governors.
24. To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.
25. To establish that all relevant insurances and personal liability cover are in place.
26. NEW –review the security of the School premises and equipment.
27. To ensure that the character of the school's building is retained.

FINANCE

28. To oversee annual budget setting.
29. To propose the annual budget to the Full Governing Body and regularly report to the Full Governing Body on all financial matters.
30. Regularly monitor income and expenditure against budget, including reporting of any significant budget amendments.
31. To ensure compliance with the Finance Policy, Best Value Statement and Academies Financial Handbook and ensure that academy financial control systems are robust.
32. To ensure the Annual Report and Accounts are produced in accordance with the Academies Financial Handbook.
33. To approve: opening and operation of academy bank accounts; authorised signatories; transfers between accounts; operation of credit cards; payment system controls including BACS; investments etc.
34. To review the annual report and accounts and recommend for approval to the Members and Governing Body.
35. To take a strategic view regarding forward planning of school finances through longer term financial plans and projections, including capital funding both for maintenance of existing facilities and for school improvement projects.
36. To ensure that the school asset management plan is regularly updated.
37. To review and approve all bought in service provision.

AUDIT

The RESOURCES committee also acts as the Audit Committee for the Academy.

The overall requirements for the Audit Committee, as specified in the Academies Financial Handbook 2014, are:

- Internal scrutiny - to have in place a process for checking financial systems, controls, transactions and risks;
- To achieve internal scrutiny which delivers objective and independent assurance;
- To provide assurance to governors that risks are being adequately identified and managed by:
 - reviewing the risks to internal financial control at the Academy; and
 - agreeing a programme of work to address, and provide assurance on those risks; and
- To inform the governance statement that accompanies the annual accounts and, so far as is possible, provide assurance to the external auditors.

Effectiveness of financial control

- To review the effectiveness of financial and other control systems
- To oversee the academy's policy on fraud and irregularity
- To ensure that all significant losses have been properly investigated and reported as appropriate, including notification to the EFA of losses through fraud or theft in excess of £5,000
- To ensure capture of all business and pecuniary interests of members, trustees and senior employees
- To oversee the academy's corporate governance arrangements including the code of practice for governing body members and code of conduct for senior staff
- To monitor the academy's arrangements to secure value for money

Risk management

To advise the governing body on risk management by:

- Being familiar with the requirements of risk management
- Ensuring appropriate audit work on risk management

Audit

- To consider and advise the governing body on the assessment of overall audit needs
- To advise the governing body on the appointment and remuneration of external auditors and the scope of their work
- To guide the external auditor on the nature and scope of the audit as necessary
- To consider and advise the governing body on external audit reports and management letters
- To consider and advise the governing body on any other internal audit reports commissioned.

Other

- To receive and review relevant reports relating to audit such as those prepared by the National Audit Office
- To prepare an annual report for submission to the governing body on the work of the committee including an opinion on the effectiveness of the internal control system and the pursuit of value for money together with an assurance on risk management

Delegations to the Resources Committee

Financial: The HT has authority to spend up to £5k on education-related expenditure, under the current Finance Regulations. Any planned or proposed expenditure falling within this limit may proceed with the HT's authority. Proposals costing between £5k and £50k may be approved by this Committee. Any proposals which will cost in excess of £50K must be presented at a meeting of the FGB so a full discussion can take place before approval is considered. Approval for additional (not filling of existing) staffing posts may be given by this Committee, under the financial limits above, if the posts are in line with the school's strategic or development plans. All contentious expenditure proposals must be referred to the FGB if there is any doubt about the impartiality of this committee or its remit.

Decisions on delegated expenditure shall only be made at a quorate meeting of the Resources Committee at which at least one of the following is in attendance:

- Chair of the Committee
- Chair of Governors
- Vice Chair of Governors
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Powers: approve relevant finance, personnel and audit policies on behalf of the GB. Approval of the Teachers' Pay policy will be delegated to this Committee, *unless there are significant changes*, when it will be referred to the FGB for final approval.

Delegation to the Chair of Governors

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of this Committee, the Chair of Governors, in consultation as necessary with the HT and Chair of this Committee, will take appropriate action on behalf of the Committee. The decision taken and the reasons for the urgency will be explained fully at the next meeting of the whole GB.

Electronic vote

Any FGB or committee resolution may be put to an electronic vote, if a situation arises *between* scheduled meetings and the issue is not likely to be contentious or require considerable discussion. The Chair of the Committee or FGB may propose an electronic vote subject to:

1. All eligible participants agreeing to the vote being conducted electronically; and
2. The majority vote principle applying, with a minimum of three governors voting in favour to make the decision quorate.

If any governor is not happy for the vote to be held electronically, then they should indicate they wish a meeting to be called to discuss the issue, in person and vote on the resolution accordingly.

Any resolutions passed in this way will be reported to the next meeting of the committee or FGB and recorded in the minutes.

Review

These terms of reference to be reviewed annually by the Committee at the end of each academic year and recommended to the FGB at the first meeting of the autumn term.

Effective from: Sept 2016