**RESOURCES COMMITTEE
TERMS OF REFERENCE**

**Purpose**

To assist the decision making of the Local Governing Body (LGB), by enabling more detailed consideration to be given to the best means of fulfilling the LGB’s responsibility to ensure sound management of the School’s business resources, including proper planning, monitoring and probity.

The Committee responsibilities include all elements of policy development and review including admissions and appeals, financial management, internal audit, ICT, personnel and staffing, Estates, Health and Safety, Service Level Agreements (SLAs) and all non-education matters.

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

**Membership**

The Resources Committee will consist of at least three governors, elected by the LGB. The LGB will nominate a chair from members of the committee.

At least one member of the Committee should have a financial background.

**Frequency**

Meetings will be held termly and as required

**Remit**

Specific authorised areas of responsibility are: -

Policy

* To provide feedback on the Policy Framework of the Trust.
* Monitor and review all non-academic policies in line with an agreed Policy Framework and make recommendations, as necessary, to the Board of Directors.
* To oversee the school’s risk management policy and register.
* To oversee the school’s Business Development Plan.
* To annually review the charges, remissions and the expenses policy.

Finance

* To consider the School's indicative funding, notified annually by the Trust, and to assess its implications for the School, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the LGB.
* To draft the first formal budget plan of the year.
* To establish and maintain an up to date annual budget and 3-year financial plan.
* To contribute to the formulation of the School’s development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the Trust.
* To 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.
* To consider a budget position statement, including virement decisions, at least termly and to report to the LGB.
* To liaise with and receive reports from the LGB, as appropriate, and to make recommendations about the financial aspects of matters being considered by them.
* To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the LGB.
* To 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.
* To review the risks to internal financial control at the School and agree a programme of works that will address these risks and inform the statement of internal control.
* To prepare the financial statement to form part of the annual report of the LGB to parents and for filing in accordance with Companies Act and Charity Commission requirements.
* To receive Internal Auditors’ reports and to recommend to the LGB action as appropriate in response to audit findings.

Staffing

* To review all policies relating to Human Resources.
* To determine and keep under review the staffing structure of the school.
* To ensure that the terms of the Pay Policy are implemented appropriately.
* To oversee the staff policy framework.
* To consider any appeal against a decision on staffing and personnel in line with School Policy.
* To oversee procedures for performance management.
* To undertake an annual review of pay for all staff in line with the Trust’s pay policy.
* To keep under review staff disciplinary/capability procedures.
* To consider any appeals against a decision on pay awards.
* Monitor information on staff absence, recruitment, retention, morale and performance.

Estate

* To consider and recommend the School Estate and Asset Management Plan for the LGB.
* To consider and review all policies with regard to the effective management of the Trust Estate.

Income Generation

* To receive report from academy on income generation

ICT Managed Service (if appropriate)

* To oversee the effective performance of ICT managed service.

Service Level Agreements

* To make decisions in respect of school service level agreements.

Admission

* To determine and review annually, within statutory provisions and requirements, the Admission Policy of the school.
* To ensure that the consultation process is carried out in accordance with the school admissions code.
* To ensure that there are appropriate procedures in place for the admission of students in line with its admission policy.
* To allocate places.
* To make arrangements for an independent appeals panel for the School.

**Disqualification** Any relevant person employed to work at the Trust other than as the Headteacher, when the subject for consideration is the pay or performance of any person employed to work at the Trust.

**Reporting**

It is the responsibility of the chair of the Resources Committee to provide a report to the LGB, summarising decisions and issues arising as appropriate.

**Document Review**

These terms will be reviewed on an annual basis.