



Resources Committee Terms of Reference

Purpose

To assist the decision making of the Board of Directors by enabling more detailed consideration to be given to the best means of fulfilling the Board of Director's responsibility to ensure sound management of the Trust's finances, staffing 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 Board of Directors for ratification.

Frequency of meetings

There should be a minimum of three meetings in each financial year at which time the Management Accounts can be approved. In the interim, monthly Management Accounts should be circulated to members.

Membership and Quorum

The Chief Executive Officer is an ex-officio member of each committee with the exception of the Audit and Pay Review Committees. At least three other Directors shall be a member of the committee.

The Chair of the committee will be elected by the committee on an annual basis at the first meeting in the autumn term. No Director employed at the Academy will act as Chair to the committee. In the absence of the Chair, the committee will elect a temporary replacement from among the governors present at the committee meeting.

The clerk of the committee is appointed by the committee

The quorum is three Directors who are members of the committee (or where greater any one third of the Directors holding office at the date of the meeting).

Meetings

The clerk of the committee will circulate an agenda for each meeting and papers at least 7 days before the committee meeting

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the agenda and papers of the next meeting of the Board of Directors.

Only Directors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of the Directors, in consultation with the

Chief Executive Officer and Chair of the committee, will take appropriate action on behalf of the committee.

Terms of Reference

1. To establish and maintain a transparent system of prudent and effective internal controls
2. To consider the Trust's indicative funding, notified annually by the EFA, and in consultation with the Local Governing Body to assess its implications for the Trust, in consultation with the Chief Executive Officer, Head Teachers/Head of Schools, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board of Directors.
3. To consider and recommend acceptance/non-acceptance of the Trust's budget, prior to the start of each financial year, and in line with DfE deadlines.
4. To monitor the delivery of services in order to maximise value for money by ensuring services are delivered in the most economical, efficient and effective way within available resources
5. To contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals, in consultation with the Local Governing Body, Chief Executive Officer /Head Teachers/Head of Schools, and within the stated and agreed aims and objectives of the Trust.
6. 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.
7. To liaise with and receive reports from the other committees of the Board of Directors, including the Local Governing Bodies, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
8. To monitor and review expenditure on a regular basis, in consultation with the Local Governing Body, 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 Board of Directors.
9. To ensure the Trust has adequate insurance cover to support its activities and to comply with statutory requirements including building and contents, business interruption, employers and public liability cover and for vehicles operated by the Trust.
10. To determine the staffing complement for the individual Academies in line with the Trust Development Plan and oversee any staffing reduction or appointment procedures as necessary including consultation with teacher associations and trade unions as appropriate.
11. To ensure safeguarding procedures including safer recruitment are in place and at least one governor in each Academy has completed the safeguarding training with the Head Teacher/Head of School.
12. To conduct agreed arrangements for recruitment and selection of all Trust staff (unless delegated to a separate committee or the Head Teacher/Head of School).

13. To oversee the application of the pay policy
14. To agree the annual Business Plan and monitor the performance of the Carmel Teacher Training Partnership and Teaching School Alliance

Delegated Functions

- To recommend to the full Board of Directors the first formal balanced budget plan each financial year.
- To receive and monitor monthly expenditure reports.
- To ensure that grants are spent only for the purposes intended and in compliance with any requirements.
- To make recommendations relating to investments to the full Board of Directors and ensure all transactions are reported promptly.
- To consider future student rolls and income levels.
- To establish a charging and remissions policy including lettings charges for other users of the Trust buildings and grounds.
- To manage tendering processes and the awarding of contracts.
- To consider requests for disposal of obsolete stock.
- To monitor expenditure of all voluntary funds kept on behalf of the Board of Directors.
- To consider secondment and early retirement requests (with the exception of the Chief Executive Officer/Head Teacher/Head of School and Deputy Head Teacher).
- To attend training where appropriate.
- To draft leadership job descriptions for approval by the full Board of Directors.
- To approve leave of absence (where not delegated to the Chief Executive Officer/Head Teacher/Head of School).
- To approve requests from staff with regard to employment with another organisation in accordance with the Code of Conduct.
- To consider work/life balance, working conditions and well-being, including the monitoring of absence levels.
- To receive reports and monitor status of any staffing issues.
- To agree and conduct procedures including staff hearings and appeals for capability, discipline, dismissal, grievance, attendance, whistle blowing and staff welfare issues. 1*
- To set the terms and conditions of service for staff, having regard to any TUPE implications.

- To investigate irregularities (other than where the Chief Executive Officer, Head Teacher/Head of School is suspected), conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures in line with agreed policies.
- To recommend to the Board of Directors the pay policy for the Trust
- To agree arrangements for the receipt and management of donations
- To consider proposals for establishing scholarships and awards to pupils and former pupils
- To ensure that Health & Safety Policies are robust and consistently implemented.
- To ensure that each Academy has Business Continuity Plans in place.
- To promote community cohesion and good community relations.
- To review and evaluate the provision of Extended School services
- To ensure that the Trust and Academies hold and manage information and personal data securely and in accordance with all relevant legislation and guidance.
- To ensure compliance with the Public Sector Equality Duty and have due regard to:
 - Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010
 - Advance equality of opportunity between people who share a protected characteristic and people who do not share it
 - Foster good relations across all characteristics – between people who share a protected characteristic and people who do not
- To publish information to demonstrate how the Trust is complying with the Public Sector Equality Duty on an annual basis and to prepare and publish equality objectives at least once every three years.
- To approve the annual Business Plan of the Carmel Teacher Training Partnership and Carmel Teaching Alliance.

*1 The Committee will delegate their functions with respect to the consideration of staff hearings and appeals to sub-committees consisting of at least 3 Directors.

To approve the following Policies

- Adoption Leave Scheme
- Acceptable Use Policy
- Alcohol Policy
- Allegations against Staff Policy
- Staff Anti-Harassment and Bullying Policy (including Management Guidance)
- Business Continuity Plan
- Capability Policy
- Charging & Remissions Policy & Hire of Facilities and Lettings Policy
- Code of Conduct (Staff, Governors & Directors)

- Community Cohesion Policy
- Data Protection Policy
- Debt Recovery Policy
- Disciplinary Policy
- Early Retirement and Related Areas Policy (including Management Guidance)
- Equality Objectives
- Flexible and Phased Retirement Policy
- Flexible Working Policy
- Grievance Policy
- Health & Safety Policies (in conjunction with LGBs)
- Health & Well-Being Policy
- Leave of Absence Policy
- Lone Worker Policy
- Long Service Award Scheme
- Maternity Provisions – Employees and Employers Guide
- No Smoking at Work Policy
- PPA Policy
- Appraisal Policy for Teaching Staff
- Performance Development Policy for Support Staff
- Planned Management of Staffing Establishments Policy (Redundancy)
- Rarely Cover Policy
- Records Management & IT Security Policy
- Recruitment and Selection Policy
- Risk Management Policy
- Safe Recruitment Practices
- Sickness Management Policy
- Staff Expenses Policy
- Stress Policy including Employers and Employees Guidance
- Substance Misuse Policy

To review the following Finance Policies prior to recommending to the Board of Directors

- Finance Policy
- Asset and Disposal Policy
- Anti-Fraud, Corruption & Bribery Policy
- Cashflow & Management of Deposits Policy

To review the following prior to recommending to the Board of Directors:-

- Whistleblowing Policy
- Register of Business and Personal Interests
- Governor Skills Audit
- Freedom of Information Act Publication Scheme
- Pay Policy

Disqualification

Any relevant person employed to work at the Academy other than as the Chief Executive Officer/Head Teacher/Head of School, when the subject for consideration is the pay or performance review of any person employed to work at the Academy.

Any person employed to work at the Academy in a capacity related to financial management.