



Resources Committee 2021/2022

Terms of Reference

The Resources Sub-Committee will provide the Head and Trust Board with guidance and assistance in relation to the finance, resourcing (including HR) and infrastructure.

Membership

- The Resources Committee will consist of not less than five named trustees to be agreed at the start of each academic year
- Chair of Resources Committee will be elected at the start of each academic year
- The Clerk to the Full Board of Trustees will act as Clerk to the Resources Committee
- By invitation, other persons may be in attendance but in a non-voting capacity

Quorum

- The committee's quorum is three trustees including the chair

Minutes and Meetings

- A minimum of 3 meetings per year will be held, at least one per school term
- The Clerk to the Full Board will circulate the agenda and papers seven days prior to meetings the dates for which shall be agreed at the start of the academic year, usually to coincide with meetings of the Full Board.
- Minutes of meetings will record those present, any decisions, action points and recommendations with timescales where appropriate.
- Any decisions/recommendations to be made by the Resources Committee will be:
 - decided by a vote of attendees with a simple majority required
 - each member of the committee is entitled to one vote unless there is a conflict of interest – if there is a conflict the Committee member shall not be entitled to a vote
 - If there is no majority the Chair have will have the casting vote
- Proceedings of the committee shall be confidential
- Members of the Committee will take responsibility for undertaking appropriate training to ensure they possess the necessary expertise to carry out their role effectively

Responsibilities Specific to the Resources Committee

1. General

- a. Annual review of terms of reference for Resources Committee
- b. Ensure trust has appropriate policies and procedures and review each policy in line with the policy schedule

2. Finance

- a. Review of the annual budget and recommend approval by FGB
- b. Collectively agree the financial priorities to feed into School Improvement Plan (taking into account decisions made by other committees that will have an impact on these items)

- c. Chair of Committee and Chair of Trust Board to review monthly management accounts
- d. Committee to review annual statutory financial accounts and recommend FGB approval following Resources Committee approval
- e. Agree delegation of authority matrix in relation to expenditure in alignment with procurement related policies and ensure it is approved by FGB and it is enforced
- f. To review decisions on virements and budget changes and advise FGB on the appropriateness of these items in line with delegation of authority
- g. Maintain register of business interests and ensure it is up to date
- h. Ensure appropriate financial controls are in place, are documented and tested
- i. Ensure accurate record of fixed assets is maintained

3. Remuneration

- a. The Resources committee will delegate the function of a remuneration panel (consisting of a minimum of 3 trustees appointed at the start of each year):
 - i. To deal with all matters relating to salaries and performance management that may be referred by the board of trustees.
 - ii. Make determinations in respect of the audit of performance management and pay for the academic year
 - iii. Revise the recommendations for teachers' pay progression decisions, as set out in the trust's scheme of delegation and in line with the time scales outlined in the trust's pay policies and procedures.
 - iv. To ensure the trust submits and publishes the required pay equality information.
 - v. To analyse pay information to identify and explore any gender/BAME pay gaps, challenges to achieving pay equality in the trust and any success

4. Headteacher Performance Management

- a. The resources committee will delegate the function of a Headteacher's performance management panel (consisting of a minimum of two trustees and in most cases the Chair of trustees and the Chair of the Resources Committee):
 - i. To conduct the performance review of the HT in conjunction with an external advisor appointed by the trustees.
 - ii. To prepare and submit recommendations for pay and performance determinations to the board of trustees.
 - iii. To annually determine, as required by the trust's scheme of delegation, increases in pay scales over an agreed monetary value, the entry pay and pay scales for newly established roles within the trust or pay scale for senior appointments.
 - iv. To set performance related objectives in conjunction with the HT.
 - v. To support the HT with the annual report to the board of trustees, in relation to performance management arrangements and pay progression.
 - vi. To fairly apply the criteria related to discretionary payments and additional benefits.
 - vii. To ensure that all staff members are notified of any trust decisions made relating to pay.

- viii. To follow the principle of confidentiality in relation to all pay discussions and decisions.
- ix. To ensure that statutory and contractual requirements are applied appropriately to all staff members.

5. Infrastructure

- a. Provide oversight on maintenance of estate including lettings/charging policies, insurances, etc
- b. Oversight of H&S including appropriate policies
- c. Accessibility plans
- d. Ensure compliance with academy website requirements
- e. Ensure compliance with data protection, GDPR and FOI

6. Human Resources

- a. Oversight on staffing levels and structure
 - b. Sign off on SLT appointments and salaries
 - c. Ensure personnel management policies/procedures are in place and formally approved then review and monitor their effectiveness
 - d. Consider and review HR strategy as the school continues to grow
7. Monitor, evaluate and challenge the school and the SLT as needed in order to help drive school improvement
8. Consider progress made by the school against the key priority areas specific to the strategic remit of the Resources Committee as outlined in the SIP

Approved by the Trust Board on (date):.....

Signed:

Name: