



# Terms of Reference

## BOARD OF TRUSTEES OF CHICHESTER FREE SCHOOL

### Resources Committee

**Purpose:**

The purpose of this committee is to assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the Board's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity. Also, to make appropriate comments and recommendations on such matters to the governing body on a regular basis, with major issues referred to the full governing body for ratification.

**Membership:** A minimum of three Trustees. A chair will be elected to the committee at the beginning of each academic year and the clerk to the Board will act as clerk to the committee.

**Quorum:** Three trustees.

**Meetings:** The committee will meet at least three times a year. Minutes of the committee's meetings will be shared with the board.

If the Chair of the committee is unavailable a temporary chair will be elected at the start of the meeting.

**Policies and compliance:** The committee will review and ratify

- Admissions
- Data Protection including Biometric information
- Performance Management and Capability
- Pay
- Freedom of Information
- Trustees' Allowances
- Charging and Letting
- LGPS Discretionary
- Tendering
- Trips and Visits
- Fitness and Suitability of Work
- Flexible Working Requests
- Maternity
- Paternity
- Shared Parental Leave
- Recruitment

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- Sickness and Absence
- Volunteer and Parent Helpers
- Overseas Criminal Record
- New Staff Induction

**Monitoring:** The committee will be responsible for:

- To consider the academy's indicative funding, notified annually by the DofE, and to assess its implications for the academy, in consultation with the principal, in advance of the financial year, drawing any matters of concern to the attention of the Full Governing Body - FGB
- To prepare and review financial policy statements, including consideration of long term planning and resourcing having regard to roll protection and signals from Central Government regarding future years budgets and a five-year financial plan to be presented to the FGB
- To consider and recommend acceptance/non –acceptance of the academy's budget, at the start of each financial year and to ensure a recovery plan is in place where a budget has gone into a deficit
- To contribute to the School Development Plan - SDP, through the consideration of financial priorities and proposals in consultation with the principal
- 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 compatibility with the priorities set out in the SDP
- To monitor the impact of spending decisions upon educational achievement in the school
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy and with the financial regulations of the DofE, drawing any matters of concern to the attention of the FGB
- Undertake reviews, in conjunction with the principal, from time to time, of the management organisation, accounting systems and financial procedures of the school and their effectiveness, and where appropriate make recommendations for improvement
- To prepare the financial statement to form part of the annual report of the Governing Body to parents and filing in accordance with Companies Act, Academies Accounts Direction and DoE requirements
- To recommend to the FGB the appointment or reappointment of the auditors of the academy, set their remuneration and receive their reports and recommend any required action is taken
- To ensure the audit of unofficial school funds and voluntary funds held by the school
- To review tenders received for contracts up to limits of £25,000. Agree on which contractors are to be awarded contracts and make recommendation to the FGB
- To approve, after consideration of costs and quality issues the continuation or cessation of contracts
- To participate in staffing reviews, implement pay policies as appropriate and review the staffing structure on a regular basis, especially following a resignation, taking into account the needs of the development plan;

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- To ensure sufficient funds are set aside for pay increments, as recommended by the principal and HR committee for approval by the FGB
- To approve any debt written off. The Trustees have a written policy on the action to be taken with regard to chasing arrears and write offs
- To review Trustees' allowances annually
- Ensure that all statutory and recommended policies and procedures relating to staff and recruitment are in place.
- Ensure the school complies with all aspects of health and safety regulations
- Ensure the security of the school premises and fire safety measures, including the alarm systems and fire drill
- Organise the preparation and implementation of a premises development plan which details the annual programme of repairs, maintenance and improvements, report and monitor the implementation of the plan and make recommendations to the governing body on major capital works and improvements
- Prepare and keep under review the Accessibility plan and make recommendation to the Governing body on any property related requirements of the Equality Act(s) for the time being in force
- Oversee the letting of contracts for maintenance and improvement works within agreed budgetary limits
- Determine a policy and scale of charges for the letting of premises outside school hours. Monitor and review the implementation of that policy. Ensure all statutory requirements for letting premises are satisfied
- Prepare and keep under review the travel plan
- Monitor the school's
  - asset register
  - asbestos register
  - implementation of the school's Performance Management Policy
  - arrangements for all staff appointments, except for the appointment of the head and deputy principal which is the responsibility of the FGB;
  - use of the schools In-Service Training (INSET) budget for staff training and review its effectiveness
  - premises insurance

**Approved by the governing board:**

**December 2021**

**Next review date:**

**December 2022**