



## Terms of Reference for the Resources Committee

### Accounts

To consider the academy's indicative funding, notified annually by the Department of Education (DfE), 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 Board (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

The preparation and reporting upon 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

To ensure that a recovery plan is put into place where a budget has gone into a deficit or that there is a plan to spend a surplus

To contribute the School Development plan, 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 School Development Plan (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 DfE, 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 and filing in accordance with Companies Act, Academies Accounts Direction and DfE requirements

To recommend to the FGB the appointment or reappointment of the auditors of the academy and set their remuneration

To receive auditor's reports and to recommend to the FGB action as appropriate

To ensure the audit of unofficial school funds and voluntary funds held by the school

To review tenders received for contracts exceeding £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 and implement pay policies as appropriate

To ensure sufficient funds are set aside for pay increments, as recommended by the Principal for approval by the FGB

To approve any debt written off.

To ensure the School maintains an up to date asset register

To review annually Governors' allowances

## **Human Resources and Legal**

To keep under review the staffing structure in consultation with the Principal

To approve and maintain procedures for the recruitment of staff including advertising, selecting and appointing new staff making sure they conform to safe recruitment practice

To ensure that every member of staff has a job description which is reviewed annually and that job descriptions are reviewed when a vacancy occurs

To consider the process leading to staff reductions in conjunction with the Principal

To keep under review the Staff Handbook, including the procedures for dealing with discipline and grievances

To consider applications from staff for secondments or leave of absence

To review, adopt and monitor a Pay Policy

Each year to review the salaries of staff up to SLT with effect from 1<sup>st</sup> September, or in accordance with existing arrangements after taking advice of the Principal in relation to their meeting of performance objectives where appropriate.

To ensure that staff are informed in writing of the basis on which their pay has been determined

To establish and review a Performance Management policy for all staff

To ensure that the FGB appoints at least two governors to conduct the annual performance review of the Principal together with the external advisor

To keep under review staff work/life balance, working conditions and well being, including the monitoring of absence in conjunction with the Principal

## **Marketing**

To assist in the development of and to approve the overall marketing strategy for CFS

To ensure the development of a consistent and corporate image and to give advice on brand usage throughout the School

To support the integration of marketing within the remit of key operational staff at CFS

To ensure the implementation of and to monitor progress against the agreed marketing strategy on at least an annual basis

To propose, implement and review the priority marketing strategies

To assist with messaging identified stakeholders both within the school community and external to it whether that be through press releases, addresses by key staff or other marketing and PR means

To review new initiatives and consult with the Finance Committee and FGB where significant cost is involved

To network with local communities, organisations, charities and business entrepreneurs to inform effectiveness of School Policies and plans

To protect the integrity of the School's reputation as perceived by visitors to the website

To ensure that the School Prospectus is maintained on the website

## **Premises and Health & Safety (H&S)**

Advise the FGB on major projects

Work with relevant partners and consultants to ensure new buildings and improvements as agreed by the FGB are progressed and where appropriate payments are made

To provide support and guidance for the FGB and the Principal on all matters relating to the development and maintenance of the premises and grounds, including Health and Safety

Act on behalf of the FGB in monitoring the implementation and progress of all building related plans

Where it is the responsibility of the FGB, to make recommendations to the FGB on the appointment of consultants or the providers of premises related services

To oversee the preparation and implementation of contracts

To advise on the relative funding priorities necessary for security, maintenance, repairs and redecoration and to approve costs and arrangements within the budget allocation.

In consultation with the Principal to oversee any premises any premises related funding bids.

To exercise delegated responsibility for the condition, repair, extension or alteration of premises

The Principal is authorised to commit expenditure without the prior approval of the committee in an emergency where delay would result in further damage or present a risk to health and safety of pupils or staff. The Principal to consult with the Chair at the earliest opportunity

Review the School's Health and Safety (H&S) Policy as and when required and to advise along with the Principal, the FGB with regard to its compliance with H&S Regulations

Ensure the School complies with H&S regulations, including that a regular audit of risk assessments is undertaken and to take action where necessary. To undertake an annual safety and security audit of the premises and grounds

Ensure that arrangements are in place for the dissemination of H&S information to all building users, including staff, pupils and visitors.

Monitor accident reports and fire drills and where appropriate take advice on remedial action

To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises related matters

To inspect the premises and grounds termly and produce a report of the findings and to review the Asset Management Plan in order to prepare and list priorities for maintenance and development

To ensure a Fire Risk Assessment for the premises is completed and reviewed annually with the resulting report being received by the committee

To establish and keep under review with regard to the Disability Discrimination Act an Accessibility Plan

To ensure that the FGB's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990

To report findings of inspections and audits to the Principal and liaise with them to see that appropriate action is taken

## **Policies for which the Resources Committee is responsible**

- Admissions
- Data Protection including Biometric information
- Performance Management and Capability
- Pay
- Freedom of Information
- Governors' Allowances
- Charging and Letting
- LGPS Discretionary
- Tendering
- Trips and Visits
- Fitness and Suitability of Work
- Flexible Working Requests
- Maternity
- Paternity
- Shared Parental Leave
- Recruitment
- Sickness and Absence
- Volunteer and Parent Helpers
- Overseas Criminal Record
- New Staff Induction