

TRINITY ACADEMY EPPLEBY FORCETT, MIDDLETON TYAS AND RICHMOND

Proud to be Church of England Academies

Terms of Reference of Resources Committee

Meetings

These will usually be held at least once a term or as required. Meetings are at the call of the Chair or a majority of Committee Members.

Membership

The full Governing Body shall appoint Members of the Committee. The Chair of the Committee shall be appointed by the members of the Committee on the first meeting in each Academic Year.

Quorum

In the event of a committee meeting in common no less than four governors are required, *at least one from each school* plus the Executive Head or otherwise delegated member of the Leadership team. *There should also be at least 2 non-staff governors from each school involved in decision making regarding staffing. If a decision on staffing needed to be made, it could be made provisionally with 1 non-staff governor in attendance but would then be ratified by email with the other non-staff governor/s of that school.* Should there be a requirement for the schools to meet separately, a minimum of two governors from that school, plus the Executive Headteacher or otherwise delegated member of the Leadership team would be required. The committee may make recommendations to the Governing Body concerning the appointment of additional members.

Framework of Meetings

The agenda will be agreed by the Chair, Vice Chair and EHT in advance of circulation to the committee. The clerk will notify the committee when papers are available. Relevant information will be shared on Teams or on screen during the meeting.

A Clerk will minute each meeting and circulate these in advance of the following meeting. A copy of the agreed minutes, signed by the Chair of the meeting will be kept on file in School where they may be referred to by Governors, Inspectors and Executive Headteacher.

Role of the Committee

- In conjunction with the Executive Headteacher, the Committee will plan and determine the allocation of the financial, human and capital resources of the school and ensure they conform to the aims of the School Development Plan.

Financial Management

- To ensure the principles of Value for Money and efficiencies are applied to all expenditure.
- To work within the established financial framework to enable effective financial management.
- To ensure that all decisions of the Governors and the school are made subject to sound financial management within the confines of the school budget.
- To ensure the school conforms to all statutory requirements and those set out in the Education & Skills Funding Agency standard procedures.
- To ensure that regular (at least annual) financial self-evaluation (including the use of local and national financial benchmarking data) is undertaken.
- To establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
- To determine the schools' charging policy.
- To carry out an annual review of the Schools Budget Management Policy and to make recommendations to the Governing Body.

People Management

- To review the staffing structure, at least annually, in relation to priorities for school improvement;
- To review and adopt procedures for the appointment of school staff, in line with The School Staffing Regulations 2003;
- To review, adopt and monitor the implementation of staff performance management policy;
- Following the advice of the remuneration committee, review the performance of the Leadership Group and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from;
- To liaise closely with the Trust's appointed HR officer on all personnel issues required by statute and good practice;
- To ensure that effective planned staff development work takes place to support the staff and governors in the promotion of effective learning.

Premises Management

- To provide support and guidance for the Executive Headteacher on all matters relating to the Schools' premises;
- To review and monitor an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001;
- School security, to include:
 - The school premises and grounds.
 - Personnel
 - Security improvement planning.
 - Annual audit of security.

Maintenance and development to include:

- Planned Maintenance programme
- Long and short-term plans
- Audit maintenance needs on a twice-yearly cycle
- Produce a building improvement plan
- Manage applications to the school improvement fund.

Health and Safety:

- Review and adopt Health and Safety document as required
- Review the Accident Book and the Near-Miss Book on a termly basis.

Site Management:

- Liaise with the School Business Manager via the Executive Headteacher.
- Consider Site Management matters as a standing item on the agenda of Resources Committee meetings.

Special Notes:

- Minutes of the meetings will be sent to the Clerk of Governors to be circulated with the Agenda for full Governors' meetings. The minutes will form the basis of the committee's report at the full Governors' Meeting.

November 2021