

Governing Body of Cams Hill School

Resources Committee

Purpose:

The aim of the Resources Committee is to support and challenge all aspects of the Academy in respect of Finance, Personnel and Premises.

Membership:

The Full Governing Body (FGB) will appoint at their first meeting of the academic year;

- a) No fewer than 4 members (of which no more than 2 may be employed by the Academy) or a minimum of 5 and maximum of 8 members of which no more than a third may be employed by the Academy.
- b) The Headteacher
- c) The Committee shall elect a chairperson and vice-chairperson for the Committee for one year at the first meeting of the academic year and subsequently if there is a vacancy.
The Chair or Vice Chair of the Committee shall not be the Headteacher or the Chair of FGB.
- d) Non-voting attendees recommended by the Head Teacher or full Board of Governors
- e) A professional clerk to the Committee

Quorum:

3 (three) governors 2 (two) of whom shall not be employees. Members not physically present but attending a meeting via video-conference or telephone may be included in any quorum.

Meetings:

The committee will meet at least 3 (three) times a year and at least once per term.

Each member of the committee shall be given by the clerk, at least 7 days before the date of the meeting: a copy of the agenda for the meeting, draft minutes of the previous meeting and papers relevant to the agenda items.

The minutes shall be recorded for each meeting by the clerk. A copy of the draft minutes shall be distributed to the Chair and Head Teacher within 7 days of the meeting and to all governors and attendees within 14 (fourteen) days of the meeting. Draft minutes shall be submitted for approval at the next meeting of the committee. Minutes of the committee's meetings will be shared with the full governing body and (upon request) made available to the public.

In the event of the Chair not being in attendance, the Vice Chair will lead the meeting. In the event of neither the Chair or Vice Chair being in attendance, any full member of the Committee may take the Chair for an individual meeting.

Wherever possible, all business to be transacted by the Committee should take part at a scheduled meeting. If the Committee are required to make a decision outside of a scheduled meeting, a quorum of the Committee (3 people including the Chair) may agree to make a decision via email. In this event, the clerk will circulate a between meeting decision request and monitor responses. Decisions made between meetings will always be ratified at the next available formal meeting.

Policies and compliance:

The committee will review and ratify such polices as delegated by the Full Governing Body and as specified in the Scheme of Delegation and the School Policy schedule.

The Committee will review these Terms of Reference at the last meeting of the summer term for ratification by FGB in preparation for the new academic year

In addition, the Committee have responsibility for ensuring (on behalf of the FGB) that all requirements of the Academies Financial Handbook, Educational Financial Authority (EFA) and Companies House are met and adhered to in a timely manner.

Monitoring: The committee will be responsible for:

Finance

- a) Review and recommend the annual budget to the Full Governing Body
- b) Monitor the financial management of the budget according to the Academy Funding Agreement and the Academies Financial Handbook, consider/agree virements within allocation
- c) Review and submit the Budget Forecast and associated baseline assumptions for the next financial year as required by the Educational Financial Authority
- d) Review and recommend to FGB a 3-year financial plan relevant to the school strategic plan, pupil roll projection, and available information from central government including staffing costs.
- e) Monitor above 3-year plan informing FGB of relevant or significant changes.
- f) Monitor service level agreements purchased by the school and contracts with service providers ensuring appropriate scrutiny is carried out by the Academy to ensure value for money for procurement and services
- g) Review the draft Charitable (exempt) Trust Statutory Annual Accounts and recommend to the FGB for approval for further and final recommend for the approval of Cams Hill Academy Trust (CHAT)
- h) recommend the appointment/re-appointment of the Auditors for the Academy to the full Board of Governors at least every three years
- i) receive the auditor's report and recommend to the full Board of Governors subsequent actions, if any arising from the auditor's findings
- j) review the adequacy and effectiveness of risk management for the assessment, management and control of risk in relation to the Resources Committee responsibilities
- k) review progress (at least termly) of the Committees responsibilities within the current School Improvement Plan (SIP)

Staff

- a) receive and approve the proposed annual Staffing Structure to fulfill the delivery of education and the effective day to day management of the Academy
- b) review staff attendance and absence and the impact on budget
- c) monitor the implementation of the Academy Appraisal Policy (Performance Management - PM) for teachers and support staff including the Head Teacher
- d) monitor the Continuous Personnel Development (CPD) agreed as part of PM
- e) decide on Salary awards for Teachers (Performance Management), and Support Staff (Valuing Performance), following completion of the annual cycle.
- f) monitor the Academies adherence to agreed personnel practices and statutory obligations to staff including all relevant employment law, GDPR and related statutory items.

In deciding c) to work with FGB to agree a delegated HT Performance Panel comprising of a minimum of 3 full FGB members and which will not include the Chair of FGB.

In deciding e) to work with FGB to agree a delegated Pay Committee comprising of a minimum of 3 full FGB members (one of which should be ideally be a Resources Committee member).

The members of both the HT Performance Panel and Pay Committee will be decided by FGB on an annual basis.

Premises

- a) Monitor all matters relating to the maintenance, development and insurance of the premises and grounds including Health and Safety regulations
- b) Ensure that regular inspection (site staff/governors) of the premises and grounds takes place and relevant reporting is received by the Committee
- c) Submit priorities and recommendations for maintenance and development (arising from b)) to the Full Governing Body
- d) Monitor the school's accessibility plan and building development overview.

To provide regular feedback to FGB (at least every FGB meeting) or if necessary more frequently, ensuring that any matters or decisions made under delegation by the Committee are shared in a timely fashion with the wider Governing Body.

Approved by the governing board: [date]

Adopted by the [committee name]: [date]

Next review date: