

## Governing Body of Cams Hill School

### Resources, Audit and Risk Committee

**Purpose:**

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

**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 (who may delegate attendance to a member of the SLT).
- c) The FGB shall elect a Chair and Vice-Chair 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 Full Board of Governors (FGB).
- d) Non-voting attendees recommended by the Headteacher or FGB.
- 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 6 (six) 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 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 FGB 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 policies as delegated by the FGB and as specified in the Scheme of Delegation and the School Policy schedule.

The Committee will review these Terms of Reference annually for ratification at the next FGB meeting.

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 hold responsibility to:

**Finance**

- a) Review and recommend the annual budget to the FGB.
- b) Monitor the financial management of the budget according to the Academy Funding Agreement and the Academies Trust Handbook, consider/agree requirements within allocation.
- c) Review and submit the Budget Forecast and associated baseline assumptions for the next financial year as required by the Educational and Skills Funding Agency.
- 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 FGB, and subsequently, to CHAT at least every three years.
- i) Receive the auditor's report and recommend to the FGB, and subsequently to CHAT, 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).
- l) Ensure that adequate insurance cover is in place; including but not limited to building insurance, employers liability insurance and personal liability indemnity.
- m) Monitor the implementation of the Charging and Remissions Policy.
- n) Monitor the implementation of the Local Government Pensions Scheme (LGPS) Employers Discretions Policy.

As stated in the Scheme of Delegation, financial approval limits to be adhered to are as follows:

- o) Day-to-day spending decisions under the amount of £20,000 are permitted by the Headteacher
- p) Spending decisions between the amount of £20,001 and £60,000 are permitted by the Resources Committee.
- q) Spending decisions over £60,000 are permitted by the FGB.

**Staff**

- r) Ensure the Headteacher has access to appropriate advice and guidance regarding employment law.

- s) Receive and approve the proposed annual Staffing Structure to fulfill the delivery of education and the effective day to day management of the Academy.
- t) Review staff attendance and absence and the impact on budget.
- u) Monitor the implementation of the Performance Management and Capability Policy for teachers and support staff including the Headteacher.
- v) Monitor the Continuous Personnel Development (CPD) agreed as part of Performance Management.
- w) Decide on Salary awards for Teachers (Performance Management), and Support Staff (Valuing Performance), following completion of the annual cycle.
- x) Monitor the Academy's adherence to agreed personnel practices and statutory obligations to staff including Staff Code of Conduct, Staff Grievance policy, Staff Disciplinary policy, all relevant employment law, GDPR and related statutory items.

In deciding u) 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 w) to work with FGB to agree a delegated Pay Committee comprising of a minimum of 3 full FGB members (one of which should 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**

- y) Monitor all matters relating to the maintenance, development and insurance of the premises and grounds including Health and Safety regulations.
- z) Ensure that regular inspection (site staff/governors) of the premises and grounds takes place and relevant reporting is received by the Committee.
- aa) Submit priorities and recommendations for maintenance and development (arising from b)) to the FGB.
- bb) Monitor the school's accessibility policy and plan (Section 4 – Sections 1 to 3 are to be monitored by the Pastoral Committee) and building development overview.

#### **Audit & Risk Management**

##### Risk Register

- cc) Oversee the production of the school's Risk Register, ensuring it is appropriate in focus and scope, accurate and up to date, and reviewed annually by the Committee.

##### Annual Financial Statements

- dd) Determine whether appropriate accounting methods are being applied.
- ee) Discuss with management and with the external auditor all proposed major changes in accounting policy, the presentation of all large risks or uncertainties and all estimates or judgements of management that may be material to financial reporting.
- ff) Question management and the external auditor regarding significant financial recording or presentation issues that were discussed during the accounting period and the manner of their resolution; and
- gg) Examine the audited annual financial statements in conjunction with the management report of the external auditor, with particular reference to whether the statements:
  - a. properly reflect the significant accounting policies selected;
  - b. reflect estimates and other financial statement elements that are reasonable and consistent.
  - c. adequately disclose all major transactions and issues;
  - d. disclose all post year-end significant events, and

- e. are understandable, relevant, reliable and comparable.

#### External Audit

- hh) Determine whether the performance of the external audit is satisfactory and effective and meets the requirements of the School.
- ii) Recommend to the FGB, and subsequently to CHAT, the retention or replacement of the external auditor and, if the Committee recommends replacement, evaluate candidates for the appointment;
- jj) Review all issues related to any change of external auditor and the planned steps for an orderly transition:
- a. Reviewing the terms of the external auditor's engagement, and the appropriateness and reasonableness of the proposed audit fees;
  - b. Review the audit plan with the external auditor and management; determine whether management has provided full and open disclosure to the auditor's enquiries.
  - c. Review problems experienced by the external auditor in performing the audit, including any restriction imposed by management and all significant accounting issues on which there was a disagreement with management, and review the post-audit or management letters containing the recommendation of the external auditor and reviewing management's response and subsequent follow up to all identified weaknesses.
- kk) Meet with the external auditors in private at least once a year to ensure that there are no unresolved issues of concern and that full cooperation has been received.

#### Other Responsibilities

- ll) Safe workplace environment for staff and pupils.
- mm) Pupil/staff/visitor's accident data and reporting.
- nn) Monitor the implementation of the Whistle Blowing Policy.
- oo) Monitor the implementation of the Data Protection Policy.
- pp) Review the status of pending or threatened material litigation.
- qq) Ascertain whether the financial results and condition satisfy the criteria for lenders, material agreements, applicable laws and insurers.
- rr) Draw to the attention of the FGB all financial matters of which the Committee has knowledge and which may materially affect the current or future position of the School.
- ss) Determine whether systems are in place to identify and monitor major business risks. The Chair will report to the FGB as appropriate on the areas of major business risk.
- tt) Verify the establishment of policies and procedures for monitoring compliance with applicable laws and with the School's policies as to authorisation of expenditures, leases and contracts and otherwise, and ascertain their adequacy and levels of compliance.
- uu) Endeavour to identify to the FGB matters that expose Governors to claims for which Governors could be held personally liable.
- vv) Ascertain whether any Conflict of Interest guidelines are strictly complied with, and ensure that Governors and Senior Management have submitted an annual return to confirm whether or not they have had any related party transactions with the school during the previous year.
- ww) 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.

**Approved by the governing board: Monday 9<sup>th</sup> October 2023**

**Next review date: 9<sup>th</sup> October 2024**

**Adopted by the Resources Committee:** 19<sup>th</sup>  
September 2023

**Next review date:** 19<sup>th</sup> September 2024