

Terms of reference for the Resources committee

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the Academy / Trust Improvement Plan.
- To act within the remit of the current version of the Academies Financial Handbook (AFA) and Cheshire Academies Trust (CAT) Financial Handbook.
- To consider building technologies, furniture and equipment with a low impact on the environment and develop Academy grounds to help pupils learn about the natural environment and sustainable living.
- To consider the needs of the local community with regards to present / future projects and advise the Admissions Group on the likely impact of developments within the surrounding area.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

The quorum for a meeting of the Resources Committee, and any vote on any matter at such a meeting, shall be any three of the governors, or, where greater, any one third (rounded up to a whole number) of the total number of governors of the Resources Committee at the date of the meeting, which should, where practical, include at least one governor from each of the governor categories (Staff, Co-opted and Parent).

Meetings

The Resources Committee shall meet at least once in every term and shall hold such other meetings as may be necessary.

The Committee meetings will not be open to the public but Part 1 minutes shall be made available.

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among their number.

In the absence of the clerk the committee shall choose a clerk for that meeting from among their number, but not the Principal.

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The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – no vote can be taken unless a majority of those present are governors although recommendations to the Local Governing Body can be made.

Objectives: <ul style="list-style-type: none"> • To oversee the financial performance of the Academy and making sure its money is well spent. • To provide the best possible environment and educational resources that supports the learning of all the children. • To consider matters relating to Premises, Health and Safety and Staffing 	When
To review and challenge with the Principal and CAT Director of Operations a balanced budget linked to the priorities of the Academy development plan that is compliant with the requirements of the DfE, Education and Skills Funding Agency (ESFA) and CAT	Annually – Summer Term
To recommend the budget, including staffing structure, for approval to the LGB and Trust Board.	Annually – Summer Term
To review and challenge a 3-year budget and Academy development plan proposed by the Principal and CAT Director of Operations which includes a review of current/future staffing structures. Any deficit budgets must include a 3-year deficit recovery plan.	Annually – Summer Term
To review actual spend against the agreed budget and maintain an overview of financial spending in line with agreed levels of income and expenditure	Termly
To give feedback on the Academy's current and future financial position to the Local Governing Body	Termly
To review and challenge a capital funding plan with input from other relevant committees as necessary	Termly
To identify current and future financial risks and accrue/plan accordingly via maintenance of the academy risk register and report on such to the LGB	At least annually in the summer term
Seek to maximise income generations opportunities and applications for funding from external sources	Termly

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To appoint a responsible officer to undertake an internal review of financial management, control and evaluation in conjunction with the CAT Director of Operations and report back to LGB and CAT Trustee Board	Annual – Summer Term
To appoint a responsible officer to undertake an internal review of compliance of the ICT policies, systems and structures in line with the Data Protection Act and General Data Protection Regulations (2018) in conjunction with the CAT Director of Operations and report back to LGB and CAT Trustee Board	Annual – Summer Term
To ensure the academy is compliant with CAT Finance policies and procedures and the current version of the Academies Financial Handbook	Ongoing
To seek to maintain the expertise of Resources Committee members	Ongoing
To carry out and review actions as identified at LGB meetings or via the CAT Trust Board or external audit	When directed
Approve or reject any and all non-budgeted expenditure that arises throughout the Academy year that is over and above £10,000	Termly
To review quotes (2 minimum) and approve expenditure for all items over and above £2,000	Termly
To review the annual audited financial statements for CAT and action any recommendations contained therein	Annual – Spring Term
To ensure the accessibility and fabric of the site and buildings is maintained to a high standard, fulfils the requirements of the CAT Premises Management Guidance document and is H&S compliant. The fabric includes all fixtures, fittings, furniture and furnishings within the Academy.	Ongoing
To review the spending of the Pupil Premium Grant (PPG) and Sports Grant on a termly basis	Termly
To review the management and performance of catering arrangements within the Academy	Termly
To consider matters relating to staffing: <ul style="list-style-type: none"> • Attendance • Capability • Arrangements for confirming staff pay and progression • Changes to staffing structure 	Termly
To receive the Benchmarking Report Card from the DfE / ESFA	Annually – Summer Term
To review the financial performance of the Academy with other academies within the Trust in order to consider where financial efficiencies may be made.	Annually – Autumn Term

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To review the terms of reference of the Resources Committee for recommendation to the LGB	Annually – Summer Term