

# Moat Community College

## Terms of Reference for the Resources Committee

### Purpose of the Committee

The main function of the committee is to advise the Governing Body on general financial, personnel, and resource matters relating to the college. In addition, the committee will:-

- consider the financial out-turn figures for the previous financial year and to draw up a plan for the forthcoming financial year
- receive the provisional budget allocation for the forthcoming year and set a provisional budget
- submit to the full Governing Body the agreed budget for the forthcoming financial year
- have an overview of staffing needs
- advise the governing body on the staffing structure for the College
- review personnel policy and procedures
- agree and operate the Pay Policy, in accordance with the current LA Model
- review and operate the Performance Management Policy
- review and operate Capability Procedures, in accordance with the current LA Model
- seek advice from the LA as appropriate
- have an overview of the maintenance and upkeep of the site and facilities
- have an overview of health and safety issues
- have responsibility for countersigning orders with a value of £10,000 or greater.

Each term the committee will receive reports on the accumulative spend and discuss implications in order to make recommendations to the whole Governing Body.

### Delegated Powers (Those decisions for which the Governing Body has agreed to delegate to the Committee)

- Total responsibility for the approval and management of the budget within the following constraints:
  - (a) *not to exceed the grand total of the approved annual budget and to report to the Governing Body if there is any possibility of an overspend.*
  - (b) *not to incur recurrent expenditure which will affect subsequent years without prior approval of the whole Governing Body.*
- Planning expenditure for the whole year and submitting a report to the full Governing Body at the commencement of the financial year
- Meeting and monitoring on a regular basis all college expenditure and compare to profile, calling additional meetings of the full Governing Body where necessary
- Making interim decisions on spending within the constraints above before reporting to the full Governing Body
- Agreeing Pay Policy and Pay Discretions

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- Determining Staff Compliment
- Establishing and undertaking annual review of the Performance Management Policy
- The committee will delegate to the Principal the authority to authorise payments up to £10,000. Payments with a value greater than £10,000 will require 2 signatures, one of which must be the Chair of the Resources Committee.

### **Membership**

As agreed by the Governing Body; to include the College's Business Manager as a non-voting Associate Member to advise upon matters relating to the College's finances.

The Committee will be able to co-opt non-voting members as it considers necessary. The Chair of this Committee must be a governor who is not employed to work at the college

### **Quorum**

The quorum shall be 3 governors of which the Principal must be one.

**NB: When reviewing an individual's pay and performance, these must not be governors who are employees of the school**

### **Frequency of meetings**

Meetings will be held as necessary but at least once per term.

### **Reporting back**

The Committee will maintain an accurate written record of all meetings held and submit its minutes for the information of the Governing Body as soon as practicable.

The Committee will advise the Governing Body on a termly basis of actual expenditure against budget plan/profile.

The Committee will advise the Governing Body on recommended measures/action required arising from committee discussions.

The Committee will present to the Governing Body a budget for the next academic year in accordance with any principles set by the Governing Body or information received from the LA.

**Review:** These terms of reference will be reviewed annually by the Committee and any changes recommended to the Governing Body at their first Autumn term meeting.