

## **PENWORTHAM PRIORY ACADEMY**

### **Confirmed Resources Committee – Terms of Reference**

**(Agreed at Full Governors meeting of 26/11/19)**

***Note: These Terms of Reference align with the NGA's recommended Terms of Reference for this Committee***

#### **Membership**

1. The Committee shall consist of at least six members of the Governing Body.
2. The Chair of the Committee will normally be a member of the board of Trustees.
3. Non-voting participants may be invited to meetings by the Committee as and when required.
4. The Committee shall have such co-opted, non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

The membership of the Committee shall be reviewed and determined annually by the Governing Body. The agreed membership of the Committee for 2019-2020 is shown at the end of this document.

#### **Quorum**

The quorum shall be four members, excluding any co-opted non-voting members.

#### **Meetings**

The Clerk to the Board/the Chair shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented to the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

#### **Responsibilities**

##### **Financial Policy and Planning**

1. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Headteacher and other nominated staff.
2. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
3. To establish and maintain a three year financial plan, taking into account the priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
4. To receive, consider and recommend approval of the annual budget for subsequent formal approval by the Governing Body.
5. To make decisions in respect of service level agreements.
6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

##### **Financial Monitoring**

1. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
2. To receive at least termly budget monitoring reports from the Headteacher.

3. To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
4. To meet with other Committees and provide them with the information they need to perform their duties.
5. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
6. To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
7. To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.
8. To recommend to the full governing body the appointment or reappointment of the auditors of the Academy.

### **Premises**

1. To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
3. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
4. To arrange professional surveys and emergency work as necessary
  - *The Headteacher is authorised to commit expenditure without the prior approval of the Committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the Committee Chair at the earliest opportunity.*
5. To create a project committee where necessary to oversee any major developments.
6. To establish and keep under review an Accessibility Plan and a Building Development Plan.
7. To review, adopt and monitor a Health and Safety policy.
8. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Staffing**

1. To ensure that the school is staffed sufficiently for the fulfilment of the School's Development Plan and the effective operation of the school.
2. To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Headteacher.
3. To establish a Pay Policy for all categories of staff.
4. To be responsible for the administration and review of the Pay Policy.
5. To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
6. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
7. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
8. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
9. In consultation with staff, to oversee any process leading to staff reductions.
10. To establish the annual and longer-term salary budgets and other costs relating to personnel, eg training.

### **Agreed Membership of the Resources Committee for 2019-2020**

Mr Kevin Burke (Chair)  
 Mr Pete Faulkner (Vice Chair)  
 Mrs Cheryl Barker  
 Mr Stephen Grafton  
 Mrs Gina Herd  
 Ms Atiquah Vohra  
 Mr Matthew Eastham (Headteacher/Accounting Officer – ex officio)