



## **Alderman Jacobs School (Academy Trust)**

### **Terms of Reference ~ Resources Committee 2019/2018**

#### **Purpose**

To assist the decision making of the Governing Body, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the Governing Body on a regular basis.

Major issues will be referred to the Full Governing Body for ratification.

#### **Terms of Reference**

##### **1 Membership**

- 1.1 Not less than four *Governors* and the *Headteacher* (or his/her representative). To be appointed at the *Summer meeting* of the *Governing Body* in preparation for the forthcoming year.
- 1.2 The *Committee members* may make recommendations to the *Governing Body* about additional non-voting members.
- 1.3 *Chairman* to be appointed annually. (*Headteacher* and *Governors* who are employed by the school are not eligible to stand for *Chairman*).
- 1.4 Other members of the *Governing body* may attend meetings of the *Resources Committee* and may contribute to discussions on matters under consideration but they will not be eligible to vote.

##### **2 Quorum**

- 2.1 The quorum shall be three *Governors*.

##### **3 Meetings**

- 3.1 Once per term.
- 3.2 Other meetings as required.



## **4 Responsibilities of the Headteacher and Governors**

- 4.1 The Headteacher is responsible for implementing the Governing Body policy for the use of the premises.
- 4.2 To provide guidance and recommendation to the Governing Body and the Headteacher on all matters relating to the Governors premises responsibilities.
- 4.3 To prepare draft premises policy statements.
- 4.4 To review premises policy statements in the light of medium and long term planning.
- 4.5 To consider the school development plan and management plans and develop major project proposals for approval by the Governing Body.
- 4.6 To monitor repair and maintenance of premises items which are the responsibility of Governors.
- 4.7 To monitor and report on Health and Safety requirements.
- 4.8 To monitor and report on Statutory Regulations relating to the property.
- 4.9 To review these terms of reference at the Autumn Term meeting and make any recommendations for change to the Governing Body at the following December meeting.
- 4.10 Draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, national and local legislation and any contractual agreement made between the LEA, the Governing body, the staff and their unions/professional associations).
- 4.11 Implement the above policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the Governing body following advice from the Resources committee.
- 4.12 Draft and recommend for adoption a strategic staff plan and recommend to Resources committee the annual budget for pay and possible staff salary adjustments in line with appraisal and inset developments.
- 4.13 Establish and regularly review statutory and strategic resources policies and procedures



- 4.14 Report to Governing body on all staff matters, which relate to conditions of service.
- 4.15 Advise the Governing body on all current personnel developments, which may affect the school's pay policy or budget.
- 4.16 Determine and monitor the appointments procedure on behalf of the Governing body.
- 4.17 Set and monitor a training strategy each year to ensure that adequate teaching staff training and Governor training is taking place.
- 4.18 Delegate to the Headteacher all the matters relating to the day to day management and supervision of staff employed at school.
- 4.19 Ensure that Governors on the Resources Committee and other Committees, which have personnel responsibilities, are aware of and understand those responsibilities.
- 4.20 Draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, national and local legislation and any contractual agreement made between the LEA, the Governing body, the staff and their unions/professional associations).
- 4.21 Comply with the performance management regulations for teachers.
- 4.22 Form a salary appeals committee when required.
- 4.23 The Headteacher is responsible for the day to day management of the school's financial affairs and has the power to exercise virement and make individual non-budgeted expenditure decisions up to a value of £10,000.00 per single item.
- 4.24 To authorise virement (i.e. switches between fund headings) and to authorise orders for single items over £10,000.00 and up to £20,000.00.
- 4.25 The schools "Internal Financial Procedures" to be adhered to by all relevant parties.
- 4.26 The Headteacher is responsible for implementing the Charging and Remissions policy.

## **5 Brief**

- 5.1 To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the Governing Body.



- 5.2 To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
- 5.3 To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
- 5.4 To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- 5.5 To liaise with and receive reports from the Resources and Achievement committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- 5.6 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Governing Body.
- 5.7 To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- 5.8 To prepare the financial statement to form part of the annual report of the Governing Body to parents and for filing in accordance with the Companies Act and Charity Commission requirements.
- 5.9 To receive auditors' reports and to recommend to the Full Governing Body action as appropriate in response to audit findings.
- 5.10 To recommend to the Full Governing Body the appointment or reappointment of the auditors of the academy.
- 5.11 To ensure Alderman Jacobs School complies with the Academies Financial Handbook

## **6 Registration of Pecuniary Interests**

- 6.1 In accordance with audit requirements the Governing Body will establish a register of pecuniary interests for Governors and staff, which should be open to inspection. Governors and staff will declare any links they have with local firms from which the school may buy goods and services. This register should be maintained by the Clerk to the Governors.



## **7 Responsible Officer**

7.1 The Responsible Officer (RO) is appointed by the Governing Body and provides governors with an independent oversight of the school's financial affairs. The main duties of the RO are to provide the Governing Body with independent assurance that:

- The financial responsibilities of the Governing Body are being properly discharged;
- Resources are being managed in an efficient, economical and effective manner;
- Sound systems of internal financial control are being maintained and financial considerations are fully taken into account in reaching decisions.

7.2 The Responsible Officer will undertake a termly programme of reviews to ensure that financial transactions have been properly processed and that controls are operating as laid down by the DfE.

7.3 A written report of the findings from each visit will be presented to the Resources Committee.

## **8 Notes**

8.1 None of the above can override the requirement on the Governing Body to observe the Cambridgeshire Regulations and Standing Orders relating to premises.

8.2 Agendas shall be distributed to executive members at least 7 clear days before meetings.

8.3 To review these terms of reference at the Autumn Term meeting.