

THONGSLEY FIELDS AND ST PETER'S SCHOOL

GOVERNORS' RESOURCES COMMITTEE

TERMS OF REFERENCE

REVIEWED: July 2020

DATE OF NEXT REVIEW: July 2021

The terms of Reference for the Resources Committee should be reviewed and approved by the Local Governing Body in accordance with any guidance or policies of the Trust.

1.0 MEMBERSHIP

- 1.1 The Resources Committee is a sub-committee of the Local Governing Body of Thongsley Fields and St Peter's School and will consist of **FOUR** Governors. The Director of Finance and Operations for the Trust is a member of the Committee.
- 1.2 The Head Teacher may be an ex-officio member of the Committee.
- 1.3 The membership of the Committee and the appointment of Chair and Vice Chair will be proposed and agreed at the last Governing Body meeting each academic year. Committee members will normally serve until the next corresponding meeting in the following academic year and will be eligible for re-nomination.
- 1.4 All Governors may attend and speak at the meetings of the Committee but may not vote.
- 1.5 Persons who are not Governors or committee members may be invited to attend meetings where such attendance is considered by the members of the committee to benefit its deliberations.
- 1.6 The quorum for the committee is **THREE** Governors.

2.0 MEETINGS

- 2.1 The Committee will meet monthly. Meeting dates will be agreed at the last Governing Body meeting each academic year and in consultation with the Director of Finance. Further extraordinary meetings of the Committee may be arranged by the Chair.
- 2.2 Before each meeting, an agenda will be produced by the Clerk to the Governors in consultation with the Chair of the Committee. Members of the Committee wishing to include items on the agenda should consult the Committee Chair at least two weeks before the date of the next meeting.
- 2.3 The agenda, along with the minutes of the previous meeting, as well as any information requested, will be circulated to all Governors during the week before the date of the next Committee meeting.
- 2.4 The Clerk to the Governors will take minutes at each Committee meeting. These will be agreed by the Chair and circulated to all Governors prior to the next meeting. They will be included on the agenda for the next Local Governing Body meeting at which the Committee Chair may give a report on the work of the Committee.

3.0 INFORMATION

- 3.1 The Head Teacher, the School Business Manager and Premises Manager will be responsible for co-ordinating the provision of appropriate information and advice which the committee may need to discharge its responsibilities.
- 3.2 This information will include reports as requested by the Committee and include any health and safety issues.

4.0 RESPONSIBILITIES AND POWERS (FINANCE)

- 4.1 To be responsible to the Governors for all aspects of the financial management of the school and will ensure that any grant from the Secretary of State is used only in accordance with current EFA financial regulations.
- 4.2 To have executive power to act on behalf of the Governors in any matter which the Governing Body has delegated.
- 4.3 To consider and recommend acceptance/not acceptance of the academy's budget to the governing body for submission to the Trust Board within the required timescales
- 4.4 To advise the Governing Body on financial strategy and policy, to include maintaining and reviewing, with advice from the Head Teacher, a three year budget forecast plan and the financial implications for the School Improvement and Development Plans.
- 4.5 To make recommendations on broad budget headings and areas of expenditure including the level and use of any contingency funds or balances and to ensure their compatibility with the development priorities.
- 4.6 To consider the minutes of other committees and to make recommendations where required about the financial aspects of any proposals that are considered.
- 4.7 To review at least annually, financial procedures and regulations for supervision and control of accounts, Academies and Trust Financial Handbook/Accounts Direction including EFA control requirements of Financial Management and Governance Evaluation (FMGE) and the reports from the Responsible Officer and Audit reports.
- 4.8 To review twice yearly in conjunction with the SLT the Risk Register to ensure the assessments reflect the current position.
- 4.9 To monitor and review expenditure on a regular basis to ensure compliance with the overall financial plan and with regulations, reporting any matters of concern to the governing body
- 4.10 To prepare the financial statements required to comply with requirements of the governing body for filing in accordance with Companies Act and Charity Commission requirements.
- 4.11 To receive auditors' reports, and make any recommendations to the governing body in response to audit findings.
- 4.12 To consider the indicative funding as notified by the EFSA to assess its implications, in consultation with the Head Teacher, recognising financial priorities and proposals within the stated and agreed aims and objectives of existing and development plan proposals.
- 4.13 To consider for approval, purchases, contracts and items of extraordinary expenditure proposed by the Head Teacher.

- 4.14 To ensure the adequacy of insurance cover for buildings, contents, employer's liability, Governors liability, public liability and vehicles.
- 4.15 To maintain the academy's Register of Business Interests.
- 4.16 To annually review the Charging and Remissions Policy giving due consideration to the recommended Trust's policy.
- 4.17 To recommend to the full governing body the appointment or re-appointment of the auditors and Responsible Officer of the Academy.

5.0 RESPONSIBILITIES AND POWERS (PREMISES)

- 5.1 The Committee is responsible to the Governing Body for all aspects of the premises management of the school and for ensuring that any Grant from the EFSA is used only in accordance with current LA and DfE Regulations.
- 5.2 The Committee will advise the Governing Body on premises strategy and policy to include maintaining and reviewing, with advice from the Head Teacher, on the Asset Management Plan and Maintenance Schedule.
- 5.3 The Committee will ensure all premises procedures comply with statutory requirements.
- 5.4 The Committee will review the short and long term premises needs to ensure the provision of adequate buildings and grounds for the delivery of the curriculum and advise the Governing Body on any action required.
- 5.5 The Committee will ensure that adequate health and safety policies and procedures are in place, that premises comply with health and safety regulations and are adequately protected from vandalism and fire.
- 5.6 The Committee will ensure that the premises are used effectively and efficiently for activities beyond the normal day and are made available to the community whenever possible and will review the lettings policy and charges annually.
- 5.7 The Committee will be responsible for all matters relating to the cleaning of the buildings.
- 5.8 The Committee will agree an annual programme of inspection of premises and committee members will inspect and report at the appropriate meetings.
- 5.9 The Committee will contribute to the monitoring of the self evaluation policy.