



## HUNTINGTON PRIMARY ACADEMY RESOURCES COMMITTEE

### TERMS OF REFERENCE

PLEASE NOTE that some items of reference may not be relevant or maybe affected by the global Coronavirus pandemic 2020.

#### FINANCE

1. Ensure the academy complies with all legal and ESFA requirements,
2. Ensure that the academy website is compliant with requirements,
3. Ensure that the academy complies with the principles of 'Best Value' when making decisions about how the academy's available resources are utilised,
4. Ensure the actions detailed in the Academy Improvement Plan are aligned with the Budget Forecast.
5. Discuss the budget forecast and make recommendations to the Board of Trustees,
6. Establish regular reporting procedures and make recommendations, where necessary, to the Board of Trustees,
7. As part of the academy's budget monitoring procedures, review the level of balances and make appropriate recommendations to the Board of Trustees,
8. Evaluate the quality, cost and impact of services purchased, before contracts tendered or renewed,
9. Consider annual insurance requirements (including RPA) and make recommendations to the Board of Trustees,
10. Receive interim reports from the academy's accountants,
11. Consider the annual accounts prior to approval by the Full Board and the ESFA,
12. Determine the academy's charging and remissions policy and keep it under review,
13. Will ensure that funds delegated to the academy are used for the purpose of the academy,
14. Carry out an annual review of the financial procedures and make recommendations to the Board of Trustees,
15. Ensure the academy complies with the Prevent Duty,
16. Consider any external evaluations of the academy,
17. Contribute and review the Academy Improvement Plan and SEF.

#### PERSONNEL

1. Review annually the staffing structure in consultation with the Headteacher,
2. Provide support, guidance and accountability for the Headteacher on all personnel matters,
3. Report to the Board of Trustees on decisions taken by the Committee in the exercise of any delegated powers,
4. Review the Performance Management Policy and its implementation in line with the DfE and regulations and guidelines and report back to the Board of Trustees,
5. Ensure enhanced DBS and police checks are completed satisfactorily for all staff and that an accurate and up to date SCR for all staff and other adults who attend school regularly,
6. Ensure policies are in place for staff discipline, grievance, capability and redundancy based on HR provider guidance,
7. Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

#### PREMISES, HEALTH AND SAFETY

1. Provide support and guidance for the Headteacher on all matters relating to the school premises,
2. Prepare and maintain, in conjunction with the Headteacher, an Asset Management Plan for the academy,
3. Inspect the premises termly with the Health and Safety Officer, prepare a report of the conditions and a proposed order of priorities for maintenance,
4. Inspect the premises termly with the Health and Safety Officer and prepare a report in relation to it's security measures and implement appropriate actions when necessary,
5. Review, in conjunction with the Headteacher, the future growth/reduction of the capacity of the academy and how this may impact on the school buildings,
6. Evaluate, in conjunction with the Headteacher, any decisions requiring premises-related funding bids,
7. Approve the costs and arrangements for maintenance and repairs within the allocated budget and to oversee the preparation and implementation of capital building projects,
8. Carry out and document termly 'Premises Workplace Inspections',
9. Liaise with the Headteacher on the findings of these inspections to ensure that appropriate remedial action is taken and any issues 'closed off',

10. Advise the Full Board of Trustees on priorities relating to premises, health and safety issues,
11. Be aware of the specific responsibilities which the academy has in relation to maintenance work,
12. Oversee arrangements, including health and safety, for the use of academy premises by outside users, subject to Board of Trustees policy,
13. Monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act (DDA) 1995 and the Special Education Needs and Disability Act 2001 and subsequent relevant legislation,
14. Ensure that members of staff and trustees, as appropriate, have adequate training in the relative aspects of premises, health and safety,
15. Keep up to date copy of the Health and Safety Policy, Fire Safety Policy and the Child Protection and Safeguarding Policy,
16. Ensure the academy has a 'Fire Risk Assessment' carried out by a competent person on an annual basis.

**Priorities for 2020/2021 (WORKING WITHIN THE CONSTRAINTS OF A GLOBAL PANDEMIC)**

- Ensuring that detailed risk assessments and associated action plans are thorough, minimise any potential spread of Covid-19 to staff and pupils and are based on government and PHE guidance,
- Monitoring the budget forecast for 2020/2021 - ongoing,
- Monitoring cash flow for 2020/2021 - ongoing,
- Setting the 2021/2022 budget forecast,
- Ensuring all relevant policies reviewed and updated as scheduled,
- Meeting reporting and auditing standards - ongoing,
- Take a strategic overview within the academy ensuring self evaluation is focussed on the areas identified as key by the Academy Improvement Plan and Ofsted,
- Continue to develop the academy's financial software to ensure the accuracy and integrity of the financial records, and take advantage of any suitable upgrades,
- The Committee to endorse and underpin the school drivers - aspiration enterprise, community and developing growth mindset,
- Consider green issues including those relating to sustainability,
- Improve the academy building to ensure the building is safe and fit for purpose.

**FUNCTIONS/DECISIONS RETAINED BY THE BOARD OF TRUSTEES:**

All functions and decisions are delegated to the committee, apart from those that legally are required to have full Board of Trustees approval- see Board of Trustees decision planner

**FUNCTIONS DELEGATED TO HEADTEACHER:**

Agreed through Board of Trustees decision planner.

These terms of reference agreed by the Board of Trustees

Resources Committee 2<sup>nd</sup> December 2020.

**COMPOSITION OF COMMITTEE**

The minimum number of members is 3 Trustees.

The Chair of the committee will be determined by the committee and reviewed annually.

The Board of Trustees will appoint a clerk to the committee (excluding the Headteacher).

The Board of Trustees may remove the Chair or Clerk of the committee at anytime.

The Board of Trustees or the committee may appoint associate members to serve on this committee. Voting rights of associate members is determined by the Board of Trustees and within the terms of school governance (Procedures) (England) Regs 2003. The associate members cannot vote on pupil discipline, election or appointment of Trustees or budget and financial commitments of the Board of Trustees.

Members of the Resources Committee will act as an Appeals Panel for any appeals from the Curriculum & Standards Committee.

<b>MEMBERS OF THE COMMITTEE</b>		
<b>Name of Trustee/Associate Member</b>	<b>T</b>	<b>Date Appointed to the Committee</b>
Steve Botham (Chair)	T	Re-appointed December 2020
Kim Bailey	T	Re-appointed December 2020 (no voting rights)
Maureen Legge	T	Re-appointed December 2020
Paul Gething	T	Re-appointed December 2020
Eric Brown	T	Re-appointed December 2020 (resigned 29/01/2021)
Jordan Rawlings	T	Re-appointed December 2020
Lorna Tong	T	Appointed December 2020
Patsy Ratcliffe		Invited to attend (no voting rights)

<b>Chair of the Committee</b>	Steve Botham
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<b>Clerk to the Committee</b>	Alyson Hudson
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<b>Quorum (minimum of 3 Trustees, not including associate members, committee can determine higher number)</b>	3
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#### **MINUTES**

A full written record of the meetings of the committee will be approved by the committee and signed by the Chair at the next committee meeting. A verbal report & draft minutes will be given to the next Full Board meeting which will include statement of the conclusions, a succinct summary of the main points of discussion and any decisions made. A copy of the minutes will be sent to committee members and made available to full Trustees.

#### **SCHEDULING AND CONVENING MEETINGS**

Meetings will be convened by the Chair. The Chair (via the Clerk to the Committee) will give members of the committee written notice (including email) of a meeting, a copy of the agenda and any papers to be considered at the meeting at least 7 days before the date of the meeting.

If the Chair of the committee considers that there are matters that demand urgent attention s/he may determine a shorter notice period.

The committee will meet at least 3 times in an academic year and report back to the full Board of Trustees meetings. Other meetings may be scheduled to address specific priorities/urgent issues.

<b>Date for review:</b>	Updated February 2021, to be reviewed December 2021
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