THE CRYPT SCHOOL TRUST BOARD

Resources, Staff and Pay Committee

Terms of Reference 2025-26

Organisation

Only Trustees of the school shall be members of the Resources, Staff and Pay Committee. The Chair, Committee Members and terms of reference will be approved by the Trust Board on an annual basis.

The Chair and a Vice Chair of the Trust Board will always be members of the committee. The Company Secretary will act as clerk. In the absence of the Committee Chair or the clerk, the Committee Members shall elect a replacement.

There will be a minimum of five members - including the Chair, a Vice Chair and the Headmaster (unless their Terms and Conditions are being discussed or their decisions being reviewed). A minimum of three Trustees (excluding the Headmaster should the Headmaster be being discussed) shall be a quorum for meetings, including the Committee Chair or their nominated deputy. The Finance Director will always attend the meetings and the Operations Manager will attend when required, but they will not be members.

The clerk to the committee will circulate an agenda for each meeting and papers 5 working days before the meeting.

Attendance at each meeting, issues discussed and recommendations for decisions will be recorded. The Committee Chair will provide a summary to the Full Trust Board of decisions made at each meeting.

The committee may invite attendance at its meetings by persons to assist or advise on a particular matter or range of issues, including parents and members of staff who are not Trustees. The Finance Director will facilitate and attend meetings.

The Committee will meet a minimum of four times a year, but may hold additional meetings as necessary.

In the event of a need to make an urgent decision between meetings on matters falling within the remit of the committee, the Chair of Trustees (or in his absence the Vice Chair), in consultation with the Headmaster, will take appropriate action on behalf of the committee. The decisions taken and reason for the urgency will be explained fully in writing at the next meeting of the whole Trust Board.

Purpose

The Resources, Staff and Pay Committee will provide guidance and assistance to the Headmaster and the Trust Board on matters relating to staff and pay, budgeting and finance, and premises and health and safety. It will report to the Trust Board after each meeting.

In particular, the Resources, Staff and Pay Committee will:

Finance

1. receive and approve a 3-year capital plan and 5-year revenue plan for the budget, and consider and recommend acceptance/non acceptance of the budget to the Trust Board for approval
2. oversee miscellaneous financial decisions (e.g. write-offs) as defined in the Financial Handbook
3. enter into contracts (above £60,000)
4. contribute to the formulation of the school's development plan, through the consideration of financial priorities and proposals in consultation with the Headmaster.
5. monitor periodically in-year income and expenditure against budget and review the year end accounts before presentation to the Trust Board.
6. review pupil number estimates (that underpin revenue projections) annually
7. review annually and approve the Finance Manual and the implementation of bank account arrangements
8. ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
9. receive auditor's reports
10. prepare the financial statement to form part of the annual report of the Trust Board to parents and for filing in accordance with the Companies Act
11. review and act upon any issues identified by benchmarking against similar trusts, internal or external scrutiny

Staffing and Pay

12. monitor the staffing structure of the school, ensuring that it meets the requirements of the school development plan and the curriculum and is affordable
13. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
14. set and review the policies and framework for Pay, Terms and Conditions and Appraisal which ensure a transparent, fair and consistent approach to reward at The School.
15. monitor the provision of staff training and continuing professional development, ensuring sufficient budget is allocated
16. set the Headmaster's Performance Targets for the year and agree Performance Review and Remuneration of the Headmaster
17. the Headmaster will provide feedback on the performance review of the Deputy
18. approve exceptional staff payments
19. oversee pay discretions (the Headmaster should not advise on their own pay)
20. determine dismissal payments / early retirement
21. form, as required, an appeal panel in accordance with the provisions of the Pay Policy.
22. form sub-committees as required e.g. to consider performance issues [providing support and challenge] which may, or could, lead to termination
23. establish disciplinary and capability procedures

Estates and health and safety

24. determine and oversee implementation of the strategy and plans for the development and management of the school estate and assets, having regard to Government guidance (including the School Estate management standards and Good estate management for schools)
25. monitor the effectiveness of the school's health and safety arrangements and training of staff and volunteers
26. ensure that periodic inspections of buildings, plant and equipment take place at appropriate intervals and a report is received identifying any issues

27. Receive a health and safety audit report at least every two years and monitor any arising actions
28. Keep under review policies and arrangements relating to security, critical incident management and business continuity
29. Receive regular reports on accident statistics and near misses.

Policies

30. review, adopt and monitor all policies delegated by the Full Board

Timetable

An illustrative timetable for a typical financial year is attached at Annex A. Normally each meeting will, in addition, receive a report on the income and expenditure for the year against budget and details of any virement made in accordance with the Finance Manual.

Annex A

Resources, Staff and Pay Committee Timetable

Jan / Feb: - review initial budget proposals for the next financial year

April: - finalise budget for the year for presentation to Trust Board

June:

Sept/Oct:

- Review end of year accounts
- review finance Manual and Terms of reference
- review summer works undertaken on the school estate and outstanding issues

November: - receive draft audited accounts

Membership 2025-26

Committee Chair: Sonia Macleod (Trust Board Vice Chair)
Committee Members:
Nicholas Dyer (Headmaster)
Lee Hill (Trust Board Chair)
Dare Owatemi
Amit Ray
Clerk: Joanne Hitchings (Finance Director)