



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Resources – Terms of Reference 2020-2021

Terms of Reference – Resources Committee

Membership: a) Membership shall consist of not less than 6 governors, the Principal and at least one member of the Executive Leadership Team.

b) The committee shall have such co-opted, non-voting members as the governing body shall appoint. The committee may make the recommendations for these appointments.

Quorum: The quorum shall be three governors.

Meetings: The committee shall meet at least once a term or otherwise as required.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Principal and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a five year financial plan, taking into the account priorities of the Academy Improvement Plan, roll projection and signals from central government and future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual college budget taking into account the priorities of the Academy Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Principal.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Director of Finance and Resources.
- 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.
- To consider recommendations from the Quality of Education Committee and provide them with the information they need to perform their duties.
- 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 college.
- To receive and act upon any issues identified by the independent auditors.
- 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.
 - To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.
 - To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
 - To recommend to the full governing body the appointment or reappointment of the responsible officer of the academy.



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Premises

- To provide support and guidance for the governing body and the Principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development.
- To agree the commissioning of professional surveys and emergency work as necessary.
 - *The Principal/Director of Finance and Resources 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 Principal/Director of Finance and Resources would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee if necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- To review, adopt and monitor a Health and Safety policy.
- To receive termly reports from the Health and Safety Link Governor.

Staffing

- To ensure that the college is staffed sufficiently for the fulfilment of the college's development plan and the effective operation of the college.
- To be responsible for the administration of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- To oversee that the Principal follows due process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Risk Register

- To review and maintain the college Risk Register and report back to the Full Governing Body.

Pupil Premium

- To monitor whether the College is making effective and efficient use of the Pupil Premium for its Children in Care.
- To review how the College is measuring the impact of Pupil Premium Plus funding.

*Agreed at the meeting of the Full Governing Body 15th July 2020
Review date: Last meeting of the academic year 2020/21 (and then annual)*