

CLARION ACADEMY TRUST RESOURCES COMMITTEE

TERMS OF REFERENCE

Review period Autumn Term annually

Ratification by Board First meeting in the academic year

Next Review Date September 2018

Membership

- a) The committee shall consist of up to five Trustees including the Chief Executive.
- b) The Business Manager and other relevant staff shall routinely attend the Committee as required in an advisory capacity.

Meetings Quorum and Decisions The quorum shall be three Trustees. Decisions of the Committee shall be taken by a simple majority the Trustees. The Chair will have a casting vote on an equality of votes.

The Committee shall meet at least once a term or otherwise as required. The Committee shall appoint a chairperson and vice chairperson at the first meeting at the start of each academic year.

Terms of Reference General

1. To consider and make decisions on behalf of the Board of Trustees (except for those laid down as the responsibility of the Board of Trustees) on all matters relating to:
 - a. Income and expenditure;
 - b. Trust premises, grounds and security;
 - c. Provision of resources and services to the schools within the Trust
 - d. Compliance with all matters relating to the Funding Agreement for the Academy, the Academy Financial Handbook and other relevant guidance.
2. To consider any other matters referred by the Board of Trustees or the Chief Executive Officer.
3. To review annually each Autumn term the functions and powers of the Committee and report to the Board of Trustees at the first meeting of the Academic Year.
4. To review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness
5. To prepare a section for the Annual Report in each academic year.
6. To ensure that Committee members receive the Agenda and any relevant papers at least 7 days prior to meeting. Each meeting to be formally minuted independently.
7. To arrange for the minutes of the Committee to be available to be sent out with the Agenda and papers for meetings of the Board of Trustees.

Finance Policy - Terms of Reference – Finance and Resources Committee

8. To provide assistance to the Chief Executive Officer and Board of Trustees on financial strategy and policy within the resources available including allocation of resources to specific and general reserves.
9. To be responsible for the Insurance provision for the Trust.
10. To be responsible for preparation of the academy statutory annual accounts for presentation for approval by the Board of Trustees.

11. To receive the statutory accounts and the management letter (external audit) prepared by the academy auditors and recommend the statutory accounts and management letter for Board of Trustees approval.
12. To review proposals for all projects with a financial implication including consideration of long term planning and resourcing.
13. To have an oversight of the annual budget process and projections for future years.
14. To draw up (in association with the Chief Executive Officer and Local Governing Bodies) and present an annual budget for Board of Trustees approval, taking account of the agreed priorities of the Trust Improvement and Development Plan.
15. To monitor the budget throughout the year and highlight variations and action. Reports to be taken to the Board of Trustees each term. The Chief Executive Officer to monitor monthly expenditure.
16. To liaise and consult with other committees and the Local Governing Bodies where necessary.
17. To monitor the income and expenditure of all public and non-public funds, to receive and where appropriate respond to any audit reports of these.
18. To prepare and review for Board of Trustees approval policies and procedures for:
 - a. Payment of Trustees' Expenses - R
 - b. Charging for school activities - S
 - c. Financial management - S
 - d. Maintain a Register of Trustees' and Key Staff Business Interests - S
19. To provide assistance to the Chief Executive Officer and guidance to the Board of Trustees on all matters relating to resourcing.
20. To review the Trust Improvement and Development Plan and assess the resources needed to meet curriculum/population changes, liaising as necessary with other committees.

Resources

21. To ensure a premises management plan for each constituent academy is prepared, approved and reviewed as necessary.
22. To prepare a Trust wide statement of priorities for maintenance and development for approval by the Board of Trustees.
23. To provide assistance to the Chief Executive Officer and guidance to the Board of Trustees on all matters relating to the premises and grounds.
24. To approve the arrangements for the procurement of goods, equipment, services, maintenance, repairs and decoration.
25. To oversee the preparation and implementation of contracts.
26. To review the Trust Improvement and Development Plan and assess the building requirements needed to meet inter-alia curriculum/population changes, legislative requirements, liaising as necessary with other Committees and Local Governing Bodies.
27. To ensure any necessary liaison with the LA regarding premises issues.
28. To prepare, review and monitor implementation of the following policies for the approval of the Board of Trustees
 - a. Lettings Policy - R
 - b. Charging Policy - S

Health and Safety

29. To ensure the Trust complies with health and safety regulations and assist the Board of Trustees and Chief Executive Officer to discharge their duties.
30. To prepare, monitor and review a Health and Safety Policy and recommend the policy for adoption by the Board of Trustees.
31. To ensure that the necessary Trust management organisation is in place to implement the policy. Policy - Terms of Reference – Finance and Resources Committee
32. To monitor the effectiveness of the Trust's Health and Safety arrangements, and review management systems and records of inspections of buildings, plant and equipment and report at least once a year to the Board of Trustees.
33. To ensure that Business Continuity arrangements are documented, approved and in place for the Trust and its constituent academies.

Audit

34. To recommend to the Board of Trustees the appointment, re-appointment or removal of the external auditors.
35. To approve the terms of engagement and remuneration for the external auditors
36. To receive the auditors' reports and to recommend to the Board of Trustees action in response to audit findings
37. To ensure the provision of effective internal audits within the Trust and each of its schools; to receive reports based on these audits; to ensure findings are shared with appropriate Trustees, Local Trustees and staff,; and to review governance and management responses to findings.
38. To focus its audit work on providing assurances to the Board of Trustees:
 - That all risks are being adequately identified and managed with particular regard to reviewing the risks to financial control at the Trust and its constituent academies, and agreeing a programme of work to address, and provide assurance on, those risks
 - That information submitted to the DfE and ESFA that affects funding, including pupil number returns, and funding claims completed by the Trust and by its constituent academies, is accurate and in compliance with funding criteria
 - That any other internal scrutiny functions recommended for audit committees in the Academies Financial Handbook are addressed.

Policies

Note: **S** = Statutory Requirement

R = DfE Recommended