

## TERMS OF REFERENCE FOR THE RESOURCES COMMITTEE 2017/2018

### **Composition of Membership of Committee:**

Chair or Vice-Chair of Governors (ex-officio)

Principal (ex-officio)

and a minimum of 5 additional Governors including the following:

A teacher Governor

A support staff Governor

A Governor from the HR and Curriculum Committees

### **Composition Associate Membership:**

Deputy Principals

Director of Finance and Resources / Company Secretary

Only Governors have voting rights

### **Current Membership:**

Governor - Chair of Governors	Jill Elson (Chair)
Governor	Ruth Jones
Governor - Principal	Andrew Davis
Governor – HR Committee	Ray Davison
Governor	Clare Babbage
Governor – Teacher	Andy Gelling
Governor	Ian MacQueen
Governor	Malcolm McDonough (Vice Chair)
Governor – Curriculum Committee	Lesley Miszewska
Governor - Support Staff	Robert Mitchell
Governor –	Margaret Turgoose
Governor	Vicky Raven

### **Current Associate Membership:**

Deputy Principal	David Turner
Director of Finance / Company Secretary	Kim Dearsly

**Attendance:** The committee may invite to particular meetings, individuals responsible for financial management within the College

**Quorum:** The Principal or nominated Deputy and three other governors including the Chair or Vice Chair of Finance and Premises committee

**PA to Committee:** Michaela Savage

**Period of Membership:** 4 years or for as long as a member remains eligible whichever is the shorter.

**Meeting dates 2017 / 2018** 31.10.17, 28.11.17, 23.01.18, 06.03.17, 15.05.18 and 19.06.18

**Date agreed:** 12 September 2017

**Date of review:** September 2018

### **Committee Chair's Signature**

#### **Responsibilities**

To assist the decision making of the Governing Board, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Board's responsibility to ensure sound management of the Academy's finance and resources, including proper planning, monitoring and probity. To ensure the efficient management of the premises and grounds of the College within the requirements of legislation, Governors' policies and the management plan.

To make appropriate comments and recommendations on such matters to the Governing Board on a regular basis through reports and executive summaries.

Major issues will be referred to the full Governing Board for ratification.

#### **Terms of Reference**

The committee is authorised:

<b>Finance</b>	<b>Decision / Recommendation</b>	<b>Review Cycle</b>
a) To consider the Academy's indicative funding, including review of pupil numbers, and to assess the implications for the Academy drawing any matters of significance or concern to the attention of the Governing Board.	<b>D</b>	<b>All meetings</b>
b) To consider and recommend acceptance / non-acceptance of the Academy's budget, by the 31 <sup>st</sup> July each year.	<b>R</b>	<b>Sum 2</b>
c) To agree the costings outlined in the Academy's development plan and recommend to FGB for approval.	<b>D</b>	<b>Sum 2</b>
d) To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals and the development priorities set out in the development plan.	<b>D</b>	<b>All meetings</b>
e) The Premises committee shall determine its priorities for the building and maintenance of and refer the 3 year strategic plan to the Finance committee for approval.	<b>D</b>	<b>Sum 2</b>
f) To monitor and review income (such as Pupil Premium) and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the EFA, drawing any matters of concern to the attention of the Governing Board.	<b>D</b>	<b>All meetings</b>
g) To review the financial statement to form part of the annual report of the Governing Board for filing in accordance with Companies Act and Charity Commission requirements.	<b>D</b>	<b>Aut 2</b>

<b>Finance</b>	<b>Decision / Recommendation</b>	<b>Review Cycle</b>
h) To review and recommend for approval, by the full Governing Board, the Finance Policy.	<b>R</b>	<b>Aut 1</b>
i) To receive external and internal auditing reports, including the Responsible Officer reports and to recommend to the full Governing Board or Audit Committee any action, as appropriate, in response to audit findings.	<b>D</b>	<b>As necessary</b>
j) To recommend to the full Governing Board the appointment or reappointment of the auditors of the Academy.	<b>R</b>	<b>Aut 2</b>
k) To receive annual report on Asset Losses and Write Offs	<b>D</b>	<b>Sum 2</b>
l) To monitor benchmarking data	<b>D</b>	
m) To identify and recommend to the Risk Management Committee items relating to Finance that may need registering in the Risk Register.	<b>R</b>	<b>All meetings</b>
n) To approve bids and grants and/or the supply/procurement of goods and services ensuring that VFM has been achieved and the robust principles of the Finance policy have been followed.	<b>D</b>	<b>All meetings</b>
o) To consider recommendations from the HR Committee to determine any dismissal / early retirement payments. If the timing of the meeting does not enable this then a decision can be taken by the Chair of the Governing Board (Vice Chair in their absence), and the Chair of Finance Committee (Vice Chair in their absence)	<b>D</b>	<b>All meetings</b>
p) If it is not practical to obtain approval for bids and grants and/or the supply/procurement of goods and services outlined in n) above from a full meeting of the Finance Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of the Finance Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	<b>D</b>	<b>As necessary</b>
<b>WITHDRAWAL FROM MEETINGS</b> Any person employed to work at the College, other than the Principal, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the College. The Principal must withdraw if his or her performance is being discussed.		

<b>Premises</b>	<b>Decision / Recommendation</b>	<b>Review Cycle</b>
a) To monitor the annual Fire Risk Assessment	<b>R</b>	<b>Aut</b>
b) To review the Asbestos Report annually	<b>R</b>	<b>Aut</b>
c) To establish and keep under review ECC's accessibility plan.	<b>D</b>	<b>Spr</b>
d) To recommend a 3 year Maintenance Plan for the College within the budget allocation for approval by the Finance Committee	<b>R</b>	<b>Sum</b>
e) To receive a report annually on the premises and grounds and to agree a statement of priorities for maintenance and improvement with reference to the Asset Management Plan and Risk Register.	<b>D</b>	<b>Sum</b>

<b>Premises</b>	<b>Decision / Recommendation</b>	<b>Review Cycle</b>
f) To provide support and guidance for the Principal on all matters relating to the College premises and grounds, security, health and safety and environmental issues.	R	As necessary
g) To ensure that the College seeks to comply with health and safety regulations, taking advice where necessary monitoring the effectiveness of these arrangements.	D	Aut Spr Sum
h) To monitor progress of building works and ensure any necessary liaison with NPS Group and other approved property advisory services.	R	As necessary
i) To consider any other matters relating to the site and buildings.	R	As necessary
j) To review Premises policies as per the rolling programme (see Appendix A) and recommend changes as required.	D	Aut Spr Sum
k) To monitor the College Development Plan and progress made.	R	Aut Spr Sum
l) To identify and recommend to the Risk Management Committee items relating to the College premises, grounds, security, health and safety and environmental issues that may need registering in the Risk Register.	R	Aut Spr Sum
m) To recommend for approval to the Finance Committee bids and grants and / or the supply / procurement of goods and services ensuring that VFM has been achieved and the robust principles of the Finance Policy have been followed.	R	As necessary
n) If it is not practical to obtain recommendation for bids and grants and/or the supply/procurement of goods and services outlined in l) above from a full meeting of the Premises Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of the Premises Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	D	As necessary

## Appendix A

<b>Premises Policies</b>	<b>Governor Committee</b>	<b>Review Cycle</b>
Fire Safety and Evacuation Manual	Premises	Annual
Asbestos Policy & Management Plan	Premises	Annual
Annual Fire Safety Inspection	Premises	Annual
Use of ECC as an emergency rest centre	Premises	Annual
Disability Equal Scheme & Accessibility Plan	Premises	Annual
Property Management & Planning Policy	Premises	Annual
Emergency Management Plan	Premises	Annual
Management Outdoor Education, Visits & Off-Site activities	Premises	Annual
Lone Working Policy	Premises	Annual
Manual Handling Generic Risk Assessment for Caretaking Staff	Premises	Annual
Health and Safety Policy	Premises	Annual
CCTV Policy	Premises	Annual
School Security Policy	Premises	Annual
Working at Height Generic Risk Assessment for Caretaking Staff	Premises	Annual

<b>Finance Policies</b>	<b>Governor Committee</b>	<b>Review Cycle</b>
Dinner Money Arrears DCC	Finance	5 yearly
Hospitality and Gifts Policy	Finance	2 years
Anti Bribery Policy	Finance	2 yrs
Fraud Policy	Finance	2 yrs
Depreciation Policy	Finance	2 yrs
Business Travel Policy & Procedure	Finance	2 yrs
Procurement and Tendering Policy	Finance	2 yrs
Procedure for Ebay	Finance	3 yearly
Investments and Reserves Policy	Finance	Annual
Declaration of Business Interest Policy	Finance	Annual
Business Continuity Plan	Finance	Annual
Governors Allowances & Expenses	Finance	Annual
Charges & Remissions for School Activities	Finance	Annual
Pupil Premium Policy	Finance	Annual
Finance Policy	Finance	Annual
Letting Policy	Finance	Annual
Risk Register Policy	Finance	Annual
*To be signed off by Full Governing Board		