



# Bishop Anthony Educational Trust

## Terms of Reference Resources Committee

### 1 Constitution

- 1.1 The Board of Directors ('Directors') of the Bishop Anthony Educational Trust ('Trust') hereby establishes a committee of the Trust to be known as the Resources Committee ('Committee').
- 1.2 The Trust's Chief Executive Officer (CEO) and Chief Operating Officer (COO) will normally attend meetings of the committee.

### 2 Membership

- 2.1 The Committee shall have a minimum of two and a maximum of five Directors. A majority of Committee members must be Directors of the Trust.
- 2.2 50% of committee membership represent a quorum.
- 2.3 The Committee's current membership:
  - i) John Clark
  - ii) Judith Tinsley
  - iii) Donna Cook
  - iv) Steven Price
- 2.4 Subject to paragraph 2.5, the Committee shall at the first meeting of each academic year elect a member to act as Chair of the Committee (the **Chair**). The Committee will elect a temporary replacement from among the Directors present at the meeting in the absence of the Chair.
- 2.5 The Chair shall be a non-executive Director of the Board.
- 2.6 No person may act as Chair under paragraph 2.4 unless they are also a member of the Trust.
- 2.7 The Chief Executive Officer shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.8 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.9 Other Board Directors shall not have the automatic right to attend meetings.

### 3 Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the matters set out in the Schedule.

### 4 Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.4 Each Director present in person shall be entitled to one vote.

- 4.5 Where there is an equal division of votes, the Chair shall have a casting vote.
- 4.6 A register of attendance shall be kept for each Committee meeting and published annually.

## **5 Authority**

- 5.1 The Committee is authorised by the Trust to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any officer of the Trust.

## **6 Reporting Procedures**

- 6.1 Within 14 working days of each meeting the Committee will:
  - 6.1.1 produce a draft version of the minutes of its meetings;
- 6.2 Committee members can agree in principle the Committee minutes by email.
- 6.3 The draft committee minutes will be sent to the Trust within 21 days following each Committee meeting.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust from time to time.
- 6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust.

# Schedule

## Responsibilities of the Resources Committee

### Funding

- 1 To consider each of the academies indicative funding, notified annually by the Education Skills and Funding Agency (ESFA) and to assess its implications for the relevant academy. This will be in consultation with the LGB and Principal/Headteacher, of the Primary and Secondary academies, in advance of the financial year, drawing any matters of significance or concern to the attention of the Trust.
- 2 To consider and recommend to the Board, acceptance or non-acceptance of the academies budgets each financial year. Any significant exceptions to be reported to the Audit and Risk Committee.
- 3 To consider and recommend acceptance or non-acceptance of the Central Team budget each financial year.
- 4 To ensure that the Trust as a whole, including all academies, comply with the Academies Financial Handbook.

### Budgeting

- 5 To contribute to the formulation of the academies strategic plans, through the consideration of financial priorities and proposals, in consultation with the relevant LGB and senior leadership team and with the stated and agreed aims and objectives of the relevant academy.
- 6 To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year. This will include the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in each of the academies' strategic plans.
- 7 To liaise with and receive reports from appropriate LGB committees and make recommendations to those committees about the financial aspects of matters being considered by them.
- 8 To delegate the day-to-day management of the approved budget to relevant the Principal/Headteacher, within agreed authorisation limits.
- 9 To delegate the day-to-day management of the approved budget to relevant the Chief Executive Officer, within agreed authorisation limits.
- 10 To consider requests for supplementary expenditure and make appropriate recommendations to the Trust.
- 11 To review financial policy including consideration of long term planning and resourcing in accordance with each of the academies' development plans.
- 12 To assess performance of academies against budget and monitor actions arising.
- 13 To assess performance of Central team against budget and monitor actions arising.

### Expenditure

- 14 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the relevant academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Trust.

### Financial Procedures

- 15 To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and where appropriate make recommendations for improvement.

## **Asset Management**

- 16 To receive reports from the relevant LGB's on the management of assets including premises and their security.
- 17 To confirm that an asset recording system is in place, including an inventory and fixed asset register for each academy.

## **Property Management**

- 18 To receive reports from all academies to fulfill the following:
  - To determine the use of the academies premises and grounds outside academies sessions with regard to the lettings and charging policy.
  - To ensure that the academies premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
  - To ensure the responsibilities of the Trust under the Environmental Protection Act are met.
  - To ensure the academies are acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.
- 19 To ensure that the academies premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
- 20 To ensure the responsibilities of the Trust under the Environmental Protection Act are met.
- 21 To ensure the academies are acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.
- 22 To review and make recommendation regarding capital projects.

## **Human resources**

- 23 To oversee the HR strategy developed by the Trust.
- 24 To receive reports from the Headteachers/Principals about the staffing positions in their academies
- 25 To review and approve policies linked to the employment of staff and the staff handbook.
- 26 To review regular KPI information produced by the Central team to review current staffing position across the Trust
- 27 Review the recommendations as to salaries of senior leaders.

## **Insurance**

- 28 Ensure the Trust has adequate insurance cover to support its activities as an employer, eg employer's liability insurance, Trustee indemnity, public liability insurance.
- 29 Ensure the Trust has adequate land and buildings insurance cover.

## **General**

- 30 Reviewing or investigating any other matters referred to the Committee by the Trust.
- 31 Drawing any significant recommendations and matters of concern to the attention of the Trust and Audit and Risk committee.