

The ContinU Plus Academy

Resources & Structures Committee

Terms of Reference

1 Membership

- 1.1 The membership shall be a minimum of 4 Governors and no more than 5.
- 1.2 The committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Resources & Structures Committee may make recommendations for these appointments.

2 Quorum

- 2.1 The quorum shall be 2 voting members.

3 Meetings

- 3.1 The committee will meet at least three times during the academic year.
- 3.2 Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

4 Minutes

- 4.1 The minutes will be taken by the Clerk to the Governors or in the absence of the Clerk to the Governors the minutes will be taken by a member of the committee excluding the Chair, the Headteacher, or their nominee and sent to the Clerk to the Governors for typing and distribution to all Governors.

5 Chairing

- 5.1 The Resources & Structures Committee shall elect a Chair/Vice Chair annually.
- 5.2 The Chair will be responsible for drawing up the agenda and getting it sent out to committee members at least 7 days in advance.
- 5.3 Should the Chair or Vice Chair not be present at a meeting, a temporary Chair should be elected for that meeting.

6 Reporting to the Governing Body

- 6.1 The Chair will report to the Full Governing Body on the main decisions taken and any recommendations, which the Governing Body needs to vote on. The Resources & Structures Committee's minutes and relevant financial reports are held in The ContinU Plus Academy's school office and are available, should Governors wish to inspect them.

7 Budget & Planning Control:

Term of Reference ~ Finance

- 7.1 The Resources & Structures Committee will give the Headteacher responsibility for the administration of the budget and its day-to-day control and monitoring.
- 7.2 The Resources & Structures Committee have the power to make amendments following approval of the draft budget by the Full Governing Body. These amendments must be reported as soon as possible to the next Full Governing Body meeting.
- 7.3 The Resources & Structures Committee will monitor expenditure and income by cost centre throughout the financial year by reports from the Headteacher.
- 7.4 The Resources & Structures Committee will approve requests for variations and associated budget revisions over £5,000 per item. Should there be emergency requests relating to staffing, then the Chair will have the authority to approve such requests which will be reported as a 'Chair's Action' at the next Resources & Structures Committee meeting.
- 7.5 The Resources & Structures Committee will review the financial implications on the budget of the 'Pay & Conditions' document in force at the time.
- 7.6 The Resources & Structures Committee will review adjustments to cost centre budgets in response to the receipt of additional 'Standards Funds' money.
- 7.7 The Resources & Structures Committee will consider and approve the end of year budget reconciliation for presentation to the Full Governing Body.

Expenditure

- 7.8 The Resources & Structures Committee will approve orders placed over £10,000 per order.
- 7.9 The Resources & Structures Committee will report to the next Full Governing Body meeting orders placed over £10,000

Payments

- 7.10 The Resources & Structures Committee will monitor compliance with the school's financial procedures, particularly with reference to segregation of duties between purchase and payment.

Assets

- 7.11 The Resources & Structures Committee will review the writing-off and disposal of assets with a write-off value in excess of £1,000.

Procedures

- 7.13 The Headteacher will advise the Resources & Structures Committee of any proposed or implemented changes to financial procedures arising from the Headteacher's own review of school management or from the Local Authority/Government initiatives and the Resources & Structures Committee will make recommendations for any alterations to the Full Governing Body for approval.

School Fund

- 7.14 The Resources & Structures Committee will receive the annual accounts and certificate of audit of the School Fund and other voluntary funds held within The ContinU Plus Academy.

Audit

- 7.15 The Resources & Structures Committee will ensure the school co-operates fully with the Local Authority's internal audit team and any external audit team nominated by the Local Authority/Government.
- 7.16 The Resources & Structures Committee will consider, approve or amend the recommendations made.
- 7.17 **The Resources & Structures Committee will work within the guidelines and regulations set out in the FMSIS standards document and the Worcestershire County Council Guidelines.**

Terms of Reference ~ Personnel

- 7.18 The Resources & Structures Committee will be responsible for the arrangements for the appointment, termination and promotion of staff and will delegate the appointment of staff to the Headteacher for appointments which are main scale and/or temporary for teaching posts and for those posts below scale 3 for support posts.
- 7.19 Review and recommend for adoption procedures for staff discipline, grievances and redundancy, whilst ensuring that all staff are aware of them.
- 7.20 Consider applications from staff for secondments, leave of absence, early retirement and extension of sick pay.
- 7.21 Review and determine the staffing structure of The ContinU Plus Academy to ensure that it meets the requirement of the National Curriculum and is in line with the School Improvement Plan.
- 7.22 Carry out an annual audit and review of staffing including a review of staff numbers, salaries, scales and allowances for all staff members (teaching and support).
- 7.23 Ensure that arrangements for staff performance management are implemented.

- 7.24 Consult with staff and advise the Full Governing Body on all matters of personnel policy.

Terms of Reference ~ Premises

- 7.25 The Resources & Structures Committee will advise and recommend to the Full Governing Body on the priorities for development in terms of buildings and the grounds and review annually the School Asset Management Plan.
- 7.26 The Resources & Structures Committee will monitor and review those aspects of the School Improvement Plan concerned with the buildings and environment and advise and recommend to the Full Governing Body the priorities and targets set.
- 7.27 Review the policy and provision for Health and Safety and make recommendations as appropriate .

N.B. These Terms of Reference will be reviewed and updated at the beginning of each academic year for approval by the Full Governing Body.

Chair of Governors:

Date: