



RESOURCES COMMITTEE - Terms of Reference

(Financial, Personnel, Premises and Safety)

Core Purpose

The Finance and Personnel Committee of the BASE Academy Trust has been established to:

- To determine the overall scheme of financial delegation across the Trust.
- To determine the annual Trust budget.
- To determine each Academy's budget.
- To monitor and review the Trust's income streams.
- To monitor and review expenditure on a regular basis and ensure compliance with the Trust's overall strategic plan and the DfE's financial regulations.
- To prepare the annual financial report to the Trust board in accordance with the requirements of the Companies' Act and the Academies' Financial Handbook.
- To determine the use of the Academies' premises with regard to lettings and charging policies.
- To prepare and recommend to the Trust:
 - An Appraisal policy
 - A Pay policy
- To carry out with the support of an external advisor, the Executive Head teacher's Performance management.
- To consider disciplinary, capability and staff grievance matters and seek to resolve them including any appeals that may arise.
- To advise on the strategic planning of human resources across the Trust.

Membership

The Membership shall have a minimum of three Trustees and a maximum of five members, one of whom shall be the Trust Finance Director. The Executive Head Teacher, a trustee, may be a member of this committee but shall not have any involvement with her own Performance Management and Pay.

Proceedings

The committee will meet at least three times a year.

At its first meeting of each year, the Committee will elect a Chair.

The Committee may invite attendance at meetings from persons who are not Trustees to advise or assist on a particular matter or range of issues. Such persons shall not be entitled to vote should a vote be necessary.

The quorum will be 3 Trustees.

Minutes will be forwarded to the Board for consideration at its following meeting.

Responsibilities:-

Pay and Performance

- To submit recommendations of an Appraisal Policy to the Trust board.
- To submit recommendations of a Pay Policy to the Trust board.
- To carry out the Executive Head teacher's and The Head of School's Performance management in accordance with statutory regulations.
- To support the Executive Headteacher with the annual report to the Trust Board on appraisal Management and outcomes.
- To moderate pay decisions across all academies for teaching and support staff.
- To provide a panel to hear any appeal against the outcome of their threshold application.

Personnel

- To make recommendations to the Trust board on overall staffing levels, both teaching and support, required in each academy.
- To make recommendations to the Board on the overall leadership structure of the organisation.
- To advise on and recommend for adoption by the Board, all policies relating to staff.
- To consider staff grievances and complaints and to seek to resolve them.
- To recommend to the Board a policy on staff discipline and capability.
- To follow and implement on behalf of the Board, the governance aspects of the discipline and capability policy including the provision of panels for hearings and appeals.
- To ensure formal DBS checks are carried out for all new members of staff and that each Academy maintains a Single Central Record for inspection purposes.
- To ensure that each Academy follows safer recruitment practices and has a formal induction programme for all new starters.
- To draw up and keep under review, an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, as amended and updated by the Disability Discrimination Act 2005 and to report on measures taken by the school to ensure that staff and pupils with disabilities are treated no less favourably than others.

Funding

- Consideration and assessment of the funding for each academy.
- Consideration of sources of additional funding.

Budgeting

- To contribute to the formulation of the Academies' strategic plans through consideration of financial priorities and proposals.
- To make recommendations on the broad area of expenditure.
- To liaise with other committees re their considerations that may have financial implications.
- To delegate the day to day management of the approved budget to the Head of School with agreed authorisation limits.
- To consider requests for additional expenditure and make recommendations to the Trust Board.
- To review financial policy, long term planning and resourcing in accordance with the Trust's development plans.

Expenditure

- To monitor and review expenditure on a regular basis to ensure compliance with overall strategic plans and DfE regulations.
- To report to the Board on spending and projections on a regular basis.

Financial Systems

- To oversee and support the implementation of agreed financial systems in each Academy.
- To prepare the financial statement that forms part of the Board's annual report to stakeholders in accordance with the Companies' Act and the AFH.

Health & Safety

- To receive each Academy's termly H & S report and advise as necessary.
- To monitor compliance with regard to H & S statutory obligations.
- To establish and maintain policies relating to H & S.
- To ensure an annual cycle of risk assessment is carried out.
- To monitor the effectiveness of H & S arrangements, ensuring each LGB makes periodic inspections of buildings, plant and equipment.

Property & Asset Management

- To receive reports from Academy Leads on the management of assets, premises, leases and security and maintain an inventory.
- To oversee and make recommendations on aspects of school site security.

Safeguarding

- To provide support and guidance for the Executive Head teacher and Head of School in all matters relating to Safeguarding.
- To ensure the school fulfils its role in relation to Child Protection issues and has the required procedures in place.
- To ensure formal DBS checks are carried out for all new members of staff and that each Academy maintains a Single Central Record for inspection purposes.
- To ensure that each Academy follows safer recruitment practices and has a formal induction programme for all new starters.
- To establish and maintain policies relating to safeguarding.
- To receive and review annual safeguarding reports.