

SENDAT
RESOURCES COMMITTEE
TERMS OF REFERENCE (2-10-17)

1. POWERS OF THE TRUST BOARD OF DIRECTORS

- 1.1. The Directors of the Trust Board shall establish the Resource Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Directors shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year (Article 101).
- 1.3. The Directors shall determine and approve the delegation of powers, responsibilities and duties to the Committees and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Directors shall have the right to intervene in the governance of an individual academy where it has serious cause for concern that there is financial mismanagement or failure to operate within budget.
- 1.5. The Trust Scheme of Delegation is attached as [Annex 1](#).

2. POWERS OF THE RESOURCE COMMITTEE

NOTE: The powers shown in blue would be for a future Audit Committee as and when required.

- 2.1. The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular;
- 2.2. to prepare and recommend to the Trust Board the Trust and Academy Financial Regulations and Procedures to comply with relevant statute and regulation, the Trust's Scheme of Delegation and the decisions of the Directors (SoD 5.1-2),
- 2.3. to review, recommend to the Trust Board and monitor the individual academy annual budgets that are proposed by the CEO, with a specific responsibility to ensure that budgets do not go into deficit (SoD 5.12-13),
- 2.4. to review, recommend to the Trust Board and monitor the Trust annual budget that consolidates individual academy budgets with Trust central costs and charges, with a specific responsibility to ensure the Trust budget does not go into deficit (SoD 5.5),
- 2.5. to identify and propose to the Trust Board opportunities for the Trust to achieve financial and resource efficiencies for member academies through joint commissioning and procurement,
- 2.6. to review and approve the Trust and Academy Interim Year End financial reports prior to audit (SoD 5.6 & 5.14).
- 2.7. to review and recommend to the Members via the Trust Board the appointment and re-appointment of the Trust's auditors (SoD 5.3),
- 2.8. to plan and oversee the statutory audit of Annual Accounts for the Trust and each academy,
- 2.9. to review and recommend to the Trust Board the audited Annual Accounts and Financial Statements in accordance with relevant statute and regulation (SoD 5.7),
- 2.10. to review and recommend to the Trust Board the Trustees Report (SoD 5.8),
- 2.11. to prepare and recommend to the Trust Board and implement the Trust action plan in response to the auditor's management letter (SoD 5.10),
- 2.12. to plan, oversee and monitor the internal audit of Trust and academy compliance with the Trust's financial regulations and procedures and to recommend and implement appropriate action to enhance compliance (SoD 5.1-2),

- 2.13. to review and recommend to the Trust Board the annual pay awards for Teachers and Support staff, having consulted with the Provision Committee. The Committee shall consider relevant local and national agreements and ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies, including consultation with unions and professional associations (SoD 3.13-14),
- 2.14. to review and recommend the Trust structure and complement proposed by the CEO (SoD 4.2),
- 2.15. to review and approve the individual academy staff structure and complement recommended by the CEO (SoD 4.4)
- 2.16. to review and recommend to the Trust Board proposals for re-structuring and/or redundancy of staff, having consulted with the Provision Committee. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies (SoD 4.15-16),
- 2.17. to review and recommend to the Trust Board proposals for new entities to join the Trust (SoD 1.4),
- 2.18. to prepare and approve policies relating to the Trust's financial governance and operation including;
 - 2.18.1. Procurement,
 - 2.18.2. Anti-Fraud and Corruption
 - 2.18.3. Investment.
 - 2.18.4. Disposals and write-off of stock assets
- 2.19. to approve expenditure or contracts between the Lower Limit (as per Trust Finance Regulations) and the Upper Limit in force at the time (SoD 6.2).
- 2.20. to recommend to the Trust Board expenditure from the Upper Limit to and above the OJEU limit having completed the necessary procurement (SoD 6.3-4).
- 2.21. to consider and respond to proposed compensation payments up to £50,000 or the limit set by the Education Funding Agency (SoD 6.8).
- 2.22. to review and approve the Asset Management Policy (SoD 8.1)
- 2.23. to review and approve the Asset Management Plan (SoD 8.2).

3. COMPOSITION AND APPOINTMENT OF THE RESOURCE COMMITTEE

- 3.1. The composition of the Resources Committee shall be as follows;
 - 3.1.1. Directors with relevant knowledge, skills and expertise in finance, accountancy, compliance, commerce and business,
 - 3.1.2. Chief Executive,
 - 3.1.3. Chief Finance & Operations Officer,
 - 3.1.4. Persons with finance, accountancy or commercial expertise who will be appointed by the Trust Board,
 - 3.1.5. Further Trust Directors such that the Committee has a majority of Directors.
- 3.2. The membership of the Committees shall be detailed as [Annex 2](#).

4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- 4.1. The Term of Office for all Members of the committee is 4 years.
- 4.2. On appointment Members are each required to familiarise themselves and to agree to comply with;
 - 4.2.1. Trust Articles of Association,

- 4.2.2. Trust Master and Supplementary Funding Agreements
- 4.2.3. Trust Financial Regulations,
- 4.2.4. Academies Finance Handbook,
- 4.2.5. these Terms,
- 4.2.6. current relevant financial legislation and guidance for academies.

5. MEETINGS OF THE COMMITTEE

- 5.1. The Committee shall meet at least once per term and in particular;
 - 5.1.1. The Committee shall meet at the appropriate times set out in the Trust Governance Planning Calendar
 - 5.1.2. The members will receive notice of each meeting seven (7) clear days before the date of the meeting.
 - 5.1.3. The agenda, papers and minutes of Committee meetings will sent to the Clerk to the Directors when they are issued to members
 - 5.1.4. Minutes will be signed by the Committees’ Chairs at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the Committees will be half the members and a majority of members present being Trust Directors.
- 5.3. Each question to be decided at a meeting of the Committees shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

6. APPOINTMENT OF THE COMMITTEE CHAIR

- 6.1. The Trust Board shall appoint the Chair.
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that there is financial mis-management within the Trust.
- 6.3. The term of office for Chair and Vice-Chair will be 1 year and they shall be appointed at the first meeting of each school year.

7. APPOINTMENT OF A CLERK

- 7.1. The Trust Board shall appoint a Clerk to the Committees.

DECLARATION

The Resource Committee at its meeting on 2-10-17 resolved to adopt these Terms of Reference. A copy has been forwarded to the Clerk to the Directors for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.

Signature
(Chair of the Resources Committee)

Date of signature 2-10-17

ANNEX 1: Trust Scheme of Delegation

ANNEX 2: Committee membership