



HOLY TRINITY

A Catholic and Church of England Voluntary Academy
The Hallam Schools' Partnership Academy Trust

RESOURCES COMMITTEE

TERMS OF REFERENCE

Constitution

1. The Committee shall consist of Governors appointed by the Governing Body.
2. The Chairperson shall be elected by the Committee.
3. A quorum shall consist of 3 members of the Committee.
4. The Governing Body shall appoint a Clerk to the Committee.
5. The Clerk will ensure:
 - (i) a minimum of 7 clear days' notice of a meeting is given in writing to each committee member along with the agenda;
 - (ii) the minutes and decisions of the Committee are recorded and shared with the Governing Body and made available to the public.
6. The Committee will meet at least 3 times a year. In the absence of the Chair, a temporary Chair will be elected for the purposes of the meeting.
7. The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically within the Terms of Reference.

Terms of Reference

Staffing and Personnel

1. Regularly review the school's policies relating to staffing and personnel
2. Review the staffing complement of the school and make recommendations to the Governing Body.
3. Approve all appointments and terminations.
4. Implement the Governing Body's Pay and Conditions Policy and act as Pay Committee
 - Review and determine all staff pay annually
 - For teachers and support staff (where applicable) take account of the Headteacher's statement on the outcomes of performance management reviews
 - For the Headteacher take account of the outcome of the performance management review carried out by Appointed Governors
5. Consider matters relating to settlement agreements.
6. Consider applications for a variation to contract from teaching and support staff
7. Monitor and evaluate the impact of staff development activities on school improvement.
8. Hear appeals on the pay of employees.
9. Hear appeals on requests for staff leave of absence

Finance

1. Regularly review the school's policies relating to Finance
2. Approve the school budget in line with the priorities set out in the School Improvement Plan in time to meet budget deadlines.

3. Ensure the school adheres to the Academies Financial Handbook.
4. Vire funds between different budget heads beyond the powers delegated to the Headteacher, to a limit of £20,000 per budget head.
5. Approve the purchase of goods or services beyond the powers delegated to the Headteacher, up to the value of £50,000.
6. Agree the extent of delegation of responsibilities to the Headteacher and other senior staff for the management of the Delegated Budget and other voluntary funds.
7. Ensure that costing in the School Development Plan can be met from the school budget.
8. Monitor the budget, receive regular financial reports from the Business Manager and approve action when the actual shows variance from the agreed plan.
9. Receive and consider Auditors' reports and Internal Control Reports on the effectiveness of the school's procedures, the school budget and school fund.
10. Authorise tendering arrangements in line with the Academies Financial Handbook

Premises and Health and Safety

1. Regularly review the school's policies relating to Health and Safety
2. Ensure that health and safety regulations are followed.
3. Be responsible for all aspects of lettings, including levels of charging, approval, and action against bad debtors.
4. Agree, monitor and annually review the school's policy on charges and remissions.

General

1. Consider appeals from parents/other adults being barred from the school premises.
2. Consider complaints from parents/other adult through the school's complaints policy.
3. Contribute to School Self Evaluation.
4. Contribute to the review of the School Development Plan.
5. Consider approval for visits falling into Category B (requiring an overnight stay), and Category C (overseas) when these arise.
6. Receive the reports of link governors as appropriate.

Review

These Terms of Reference will replace the previous Terms of Reference and will be reviewed by the Governing Body annually.

The Terms of Reference were last reviewed and agreed by the Governing Body on 11th July 2019 and are due for review before 12th July 2020.

Signature
Chair of Governors

Date

Signature
Chair of Committee

Date