

## Resources and Compliance (inc Audit and Risk) Committee Terms of Reference

<b>Members</b>	<p>The members of the committee will be appointed by the Board of Trustees annually at the first meeting of the school year (normally October), or as required. The headteacher will designate senior staff to work with the committee.</p> <p>Members as at September 2024 are: Jassa Panesar, Headteacher Malcolm Arthur, Chair Fergus Durrant Bob Crowther Janice Gillmore-Caley</p> <p>Members of staff designated to attend are: Sobia Aziz</p>
<b>Clerk:</b>	<p>The clerk to the committee will take minutes of the meetings, submit a draft to the committee chair for correction and circulate to the committee. As at January 2020: Clerk to Cttee: Kerrie Flippance; Clerk to Governors: Kerrie Flippance</p>
<b>Chair:</b>	<p>The Chair of the committee is appointed by the Board of Trustees annually or as required.</p> <p>In the absence of the Chair, the remaining members present shall elect one of the members to chair the meeting.</p> <p>The role of the Chair is to:</p> <ul style="list-style-type: none"><li>• Manage the agenda</li><li>• Keep the meeting to time</li><li>• Ensure that all views are heard and manage the debates</li><li>• Allocate the actions arising from the meeting</li></ul>
<b>Review Frequency:</b>	<p>Terms of Reference to be reviewed annually</p>
<b>Expected Duration:</b>	<p>Scheduled meetings will normally last for a maximum of 2 hours</p>
<b>Frequency of Meetings:</b>	<p>1 a school term unless there is a requirement for extra ad-hoc meeting(s)</p>
<b>Meeting Dates and Venue:</b>	<p>Campion School or another venue to be agreed by the chairperson. Meeting dates are set in the meeting plan agreed by the Board of Trustees in July for the following school year.</p>
<b>Purpose:</b>	<p>To be responsible for decisions on finance, staffing and health and safety within the school.</p> <p>The purpose of the committee is :</p> <ul style="list-style-type: none"><li>• Consider and recommend the academy budget each academy financial year;</li><li>• Contribute to the school's strategic plans through consideration of financial priorities and proposals and the aims of the school;</li><li>• Delegate day to day expenditure in line with the Finance and Administration Standards;</li><li>• To support and challenge the School Leadership Team ensuring that spending decisions contribute effectively on pupil progress, attainment and outcomes;</li><li>• To monitor and review income and expenditure against budgeted plans and report termly to the Board of Trustees, drawing attention to significant variances or anomalies. To advise, inform and make recommendations to the Board of Trustees for any in-year changes to the spending plans;</li><li>• Monitor and review 3 year expenditure plans and ensure these remain linked to the school improvement plan;</li></ul>

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- To consider the 3 E's (economy, efficiency and effectiveness) and the principles of Best Value together with the financial implications of a proposal when making recommendations to the Board of Trustees;
- To review and analyse the school's financial efficiency (using the DfE Benchmarking resources) in comparison with other similar schools;
- To ensure that the financial implications of staffing decisions are explicitly identified, understood, budgeted for and reviewed by the Board of Trustees.
- With reference to the school's Finance Policy and delegated responsibilities, to be responsible for contractual arrangements in terms of items approved by the Board of Trustees in accordance with Council Standing Orders and Financial Regulations. This includes placing and opening of tenders and obtaining quotes in accordance with quotation and tendering limits;
- Review the indicative funding received from the DfE and assess the implications for the Board of Trustees and school operations;
- To ensure that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are used effectively and that the impact of this funding is measured and reported;
- Maintain effective financial procedures including a regularly updated Finance and Administration Standards Manual;
- Ensure preparation of the financial statement to form part of the annual report of the Board of Trustees to stakeholders and for filing in line with the regulatory framework;
- Receive regular health and safety reports and advise as necessary;
- Ensure an asset management plan is in place and reviewed regularly;
- Determine use of school's property outside of school hours in line with the charging and lettings policy;
- Receive reports from other committees to assess the financial risks on behalf of the Board of Trustees;
- Recommend the appointment of an external auditor and agree the scope of the audit work;
- Receive and review the outcome of any external or internal audit and ensure any remedial action is implemented;
- Appoint an internal auditor and agree a work plan for such work;
- Keep under review the trust's financial management and reporting arrangements;
- Maintain and update risk registers on matters within the remit of the committee;
- Undertake other tasks as requested by the Board of Trustees from time to time.

### **Agenda Topics:**

The meeting agenda will cover the following topics:

- Declarations of Interest
- Apologies for absence
- Approval of the Minutes of Previous Meeting
- Matters Arising
- Budget, finance and risk
- Premises and Health and Safety
- Policies
- Personnel

### **Notice of Meetings:**

A schedule of meetings will be set by the Board of Trustees at the end of the Summer Term for the succeeding school year.

Notice of each meeting, confirming the venue, time and date together with an agenda of items and all papers to be discussed, shall be forwarded to each Member of the Committee, not less than seven working days prior to the meeting.

### **Minutes of Meetings:**

The Clerk to the Committee shall minute the proceedings and resolutions of all the meetings of the Committee, including recording the names of those in attendance.

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Minutes of the meeting will be initially reviewed by the chair.

Minutes of the meeting shall be approved at the following meeting as a true and correct record and signed by the Chair of the Committee.

Minutes or draft minutes of each meeting shall be presented to the next possible Board of Trustees meeting.

### **Delegated Authority and Policies: Sanction Levels and Approval Documentation**

The committee will review the following policies according to the review schedule with delegated authority to approve them on behalf of the governing body:

Complaints Procedure  
Equality and Diversity Policy  
Grievance procedure for employees  
Health and Safety Policy  
Managing Allegations Against People who Work with Children  
Public Interest Disclosure (whistleblowing) policy  
Safer recruitment Policy  
Security Policy, Arrangements and Procedures  
Staff Behaviour (Code of Conduct) Policy  
Teacher Appraisal Policy

They will be advised of the following policies:

Asbestos Management Policy  
Asbestos Management Procedures Policy  
Bomb Threat Guidance  
CCTV Policy  
Dynamic Lockdown Procedure  
Fraud Policy and Procedures  
Freedom of Information Policy  
Fire Safety Policy and Procedures  
Hiring of academy facilities policy  
Leave of absence policy  
Literacy and numeracy catch up Funding Report  
Lone Working and Home Visits Policy  
Pupil Premium Funding Report  
Sickness Absence Management Policy  
Staff Disciplinary Procedure  
Vehicles Policy  
Winter Gritting and Snow Clearance Policy

### **Individual governor responsibilities**

**Quorum:** Must include at least 3 governors

**Voting** Voting will be by simple majority. In the case of a tie, the Chair of the Committee has the casting vote.