

Appendix E

Resources Committee (incorporating the Audit Committee)

Membership

A minimum of five Governors plus the Headteacher. The Business Manager and Finance Manager will be in attendance.

Chair

Any Governor serving the committee other than the Headteacher, but usually the Vice Chair of the Governing Body

Clerk

The Finance & Premises Assistant

Quorum

Three members excluding the Headteacher and Staff Governors.

Frequency of Meetings

At least four meetings per year, with extra meeting as needed.

Minutes

To be circulated to members of the committee and to the Governing Body.

Terms of Reference

1. To advise the Governing Body on the application of the Annual Grants and Special Purpose Grants to the Academy in accordance with the Funding Agreement and to ensure that the grants from the EFA are used only for the purposes intended.
2. To ensure that funds from sponsors are received according to the academy's Funding Agreement, and are used only for the purposes intended
3. To advise the Governing Body on financial strategy and policy within the resources available.
4. To receive, consider and present to the Governing Body annual estimates of the School budget and the annual end of financial year statements.
5. To receive regular reports on the School's income and expenditure showing a comparison of these against the annual budget, cashflow and financial forecasts beyond one year
6. Reviewing and then recommending the annual accounts for approval by the Governing Body.
7. To receive regular reports on Internal Control systems from Juniper Education Ltd. via the Business Manager.
8. To review the financial procedures within the School, taking into account any recommendations made in Internal Control review reports and by the Auditors.
9. To advise the Chair of Governors on the letter to accompany the audited accounts and to implement any suggestions in relation to any comments made by the Auditors.
10. To agree virements between budgets.
11. To consider, approve and present to the Governing Body the Academy's Financial Regulations.
12. To make recommendations to the Governing Body concerning the general condition, usage and development of the school buildings and their fabric and sites
13. Consider and process any project to improve existing or to provide new facilities.
14. Quality assuring the process of appointing the Headteacher and the Business Manager
15. Receive reports from the Health and safety Committee annually.
16. Review the School's Health and Safety Policy
17. To keep under review policies relating to the employment, recruitment, selection, appointment, promotion, appraisal, grievance, discipline, redundancy and early retirement, remuneration and terms and conditions of employment of all staff.

18. To recommend to the Governing Body any changes necessary to fulfil current employment legislation.
19. To receive, consider and make recommendations to the Governing Body on the overall staffing provision of the School, including the management structure and any redundancy proposals.
20. To ensure that arrangements are in place for the induction of new staff.
21. To oversee the INSET provision for both teaching and support staff.
22. To ensure that all staff are advised of their pension rights.
23. To recommend the adoption of policies related to equal opportunities and diversity in relation to the staff of the School.
24. To offer a route for formal feedback from staff leaving the School.
25. To consider any other matters relating to the terms and conditions of employment of all staff at the School.
26. To approve a charging and remissions policy for pupils' extra-curricular activities.

In addition the Resources Committee will assume the role of the Audit Committee