Terms of Reference

Resources Committee

1.   Constitution and Purpose

1.1   The Resources Committee is constituted by the Board of Trustees (the Trustees) of Hope Learning Trust, York (the Trust Board) to assist the Trust Board in its management of all the Trust's **resources**.

2.   Membership

2.1   The Committee shall have a minimum of three members. A majority of Resources Committee members must be Trustees of the Trust Board. The membership may include persons who are not Trustees: the Chair of the committee may decide if such members are entitled to vote in any proceedings of the committee.

2.2   No vote on any matter shall be taken at a meeting of the Resources Committee unless the majority of members of the committee present are Trustees.

2.3   The CEO shall ensure that a Clerk is provided to take minutes at meetings of the Committee.

2.4   The Resources Committee may invite attendance at meetings from persons who are not Trustees or committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3.   Remit and responsibilities of the Resources Committee

3.1   The Resources Committee shall be responsible for the matters set out in the attached Schedule, and any other matters delegated to it by the Trust Board.

4.   Proceedings of Resources Committee meetings

4.1   The Resources Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year being once in each of the autumn, spring and summer terms.

4.2   Any three Resources Committee members can require that the Chair convene a meeting by giving no less than 14 days' prior notice.

4.3   The quorum for the transaction of the business of the Resources Committee shall be 50% of those members of the committee who are Trustees.

4.4   Unless the meeting is quorate any matter decided by the Resources Committee will only be a recommendation and must be ratified by the Trust Board.

4.5   Every matter to be decided at a meeting of the Resources Committee must be determined by a majority of the votes of the committee members present and voting on the matter. (For the avoidance of doubt, an abstention from voting is not counted as a vote)

4.6   Each member present in person shall be entitled to one vote.

4.7   Where there is an equal division of votes the Chair of the meeting shall have a casting vote.

4.8   In the absence of the Chair, the Vice-Chair may act as Chair.

4.9   A register of attendance shall be kept for each committee meeting and published annually.

4.10   All papers will be provided to committee members no less than seven days before the meeting. The committee will only consider papers submitted less than seven days before the meeting in exceptional circumstances and with the prior agreement of the Chair.

5.   Authority
5.1   The Resource Committee is authorised by the Trust Board to:
        5.1.1   carry on any activity authorised by these terms of reference; and
        5.1.2   seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6.   Reporting Procedures
6.1   Within 5 working days of each meeting the Clerk to the Resources Committee will produce minutes of its meetings.

6.2   Within 10 working days of each meeting the Chair of the Resources Committee will agree the draft minutes of its meetings (a final version will be signed off at the next meeting).

6.3   The Resources Committee minutes and any reports can be agreed by committee members by email.

6.4   The Resources Committee minutes and reports will be sent to the Trust Board at least 5 working days before the next Full Board meeting.

6.5   The Resources Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

6.6   The Resources Committee shall conduct an annual review of its work (summer term) and these terms of reference (autumn term) and shall report the outcome and make recommendations to the Trust Board.

SCHEDULE

Responsibilities of the Resources Committee

1   Monitoring

1.1   Receive reports from executive staff and LGCs on resources, including risk management, finance, staffing, property, IT, safeguarding, and health & safety

2   Risk Management

2.1   Ensure that executive staff are actively managing risks faced by the Trust and all its schools

2.2   At each meeting, review the risk registers of the Trust and each LGC

2.3   Oversee the Trust's insurance arrangements and make recommendations to the Trust Board

3   Finance

3.1   Advise the Trust Board on finance matters generally

3.2   Review, and advise the Trust Board, on:
  3.2.1   the accounting policies, the Trust's annual report and accounts, levels of error identified, and management's letter of representation to the external auditors
  3.2.2   the planned activity and results of external audit, funding audit, and internal audit
  3.2.3   adequacy of management's response to issues identified by audit activity, including external audit's management letter
  NB   The representative of each audit provider will have free and confidential access to the Chair of the Committee

3.3   After appropriate consultation, review and make recommendations to the Trust Board on financial policies (including a charging and remissions policy), procedures, regulations (including financial decision levels), and appropriate internal financial controls

3.4   After appropriate consultation, recommend to the Trust Board the proportion of incoming resources to be delegated to each LGC and the proportion to be retained for Trust central services ('top slice')

3.5   Prior to the commencement of each financial year, review the annual budget proposed by each LGC and the central Trust budget proposed by the CEO, and recommend them for approval to the Trust Board

3.6   For the Trust and all its academies/schools, review management accounts and forecasts together with any comments from each LGC/Finance Committee; as appropriate, recommend to the Trust Board any remedial actions

3.7   Review and make recommendations to the Trust Board on a reserves policies for the Trust as a whole and for each academy/school; monitor reserve levels and recommend to the

Trust Board the reallocation of reserves as appropriate

3.8 Review actual and forecast cashflows and bank facilities, ensuring bank covenant compliance

3.9 Ensure the CEO develops trust-wide procurement strategies and an efficiency savings programme

3.10 Recommend to the Trust Board the appointment of auditors (external, funding, internal), and review their on-going performance

4   Staffing

4.1 Advise the Trust Board on staffing matters generally

4.2 Ensure that the Trust and all its academies/schools have all statutory and appropriate policies and procedures (including Safer Recruitment) in place regarding personnel/staffing and that these are reviewed as necessary

4.3 Ensure that the Trust and all its academies/schools have effective and high quality staff:
   4.3.1 Review staff structure changes annually as part of the start budget;
   4.3.2 Review annually the Trust's Pay Policy and any Performance Management associated documents and recommend to the Trust Board for approval;
   4.3.3 Delegate to the Executive Headteacher/Headteacher the appointment of teaching staff below Senior Leadership Team (SLT) Level and support staff (excluding Operations and Finance Directors);
   4.3.4 In accordance with Trust approved HR policies, and in consultation with the relevant LGC, determine the processes for recruiting the Headteacher/Principal, Deputy Headteacher/Vice-Principal or Assistant Headteacher/Assistant Principal; at least one Trustee to be involved in the interview process to ensure Trust Board oversight;
   4.3.5 In accordance with Trust approved HR policies, ensure that the Performance Management of each Headteacher is carried out by the CEO, LGC, HR Director and an External Advisor in the autumn term and presented to the Resources Committee for approval by 31st October each year;
   4.3.6 In accordance with Trust approved HR policies, ensure that the Performance Management of other Academy level appointments are carried out by the appropriate line manager.
   4.3.7 Monitor the academies'/schools' Continuing Professional Development (CPD) training needs of all staff and confirm that they support the SDPs and the training needs of staff, including succession planning and improving staff performance.

5   Property

5.1 Oversee the Trust's property ownership and management, working with each LGC

5.2 Lead and be responsible for making recommendations to the Trust Board on property acquisition and major developments

5.3   Review the LGC-developed school buildings strategy and masterplan, including local building works

6   IT

6.1   Oversee the IT strategy of the Trust and all its academies/schools

6.2   Recommend to the Trust Board a Trust-wide Data Protection policy and Freedom of Information publication scheme and policy

6.3   Oversee compliance with the data protection policy and legislation, the freedom of information policy and legislation, and good practice within the Trust and each of its academies/schools, through termly reports from the Central Team

6.4   Ensure the websites of the Trust and all its academies/schools are compliant with current requirements, through termly reports from the Central Team

7   Health & Safety

7.1   Ensure that the Trust and all its academies/schools have all statutory and appropriate Health & Safety policies and procedures in place, and that these are reviewed as necessary

7.2   Review annually a report from each LGC on Health & Safety policy, arrangements and issues

8   General

8.1   Lead and be responsible for making recommendations to the Trust Board on the resources aspects of due diligence on academies/schools which might join the Trust

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Document Management:

Date Terms of Reference Approved: Presented for Approval November 2020

Next Review Date: Autumn 2021

Approving Body: HLTY Board of Trustees