

Chesterton Community College  
**Resource Committee**  
Terms of Reference and Standing Orders  
**2016– 2017**

## **1. Purpose**

To assist the decision making of the FGB (Full Governing Body), by enabling more detailed consideration to be given to the best means of fulfilling the FGB's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Major issues will be referred to the FGB for ratification.

## **2. Membership and Quorum**

The Resource Committee shall consist of **not less than four** governors. Those persons shall have voting rights and the quorum shall consist of **three** governors **plus** the Head. The Director of Finance and Resources, will be a non voting member of the Committee.

## **3. Meetings**

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the behest of the Chair.

Other members of the FGB may attend meetings of the Resource Committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the FGB, shall however have the right to vote on any resolution placed before the committee.

## **4. Chairmanship**

A chair shall be appointed annually at the first meeting of the committee in the school year. The chair should be a governor, other than the Head or an employee of the school.

If the chair is absent from a meeting, a **non-staff** governor may be elected to take the chair for the duration of that meeting.

## **5. Minutes**

Committee minutes should be recorded by a committee member and passed to the Clerk of the Governors as soon as possible after the meeting. The minutes must be available for the next FGB meeting and the next Resource Committee meeting.

## **6. Terms of Reference**

The committee is authorised:

- 1 To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the

governing body.

- 2 To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
- 3 To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the headteacher, with the stated and agreed aims and objectives of the academy.
- 4 To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- 5 To liaise with and receive reports from the Governors Personnel and Teaching and Learning committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- 6 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
- 7 To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- 8 To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements
- 9 To receive Audit Committee reports and to recommend to the FGB body action as appropriate in response to audit findings.
- 10 To recommend to the FGB the appointment or reappointment of the auditors of the academy.
- 11 To provide guidance, assistance and make recommendations on maintenance, good condition and development of the premises, associated facilities and all matters relating to Health and Safety.

## **7. Registration of Pecuniary Interests**

In accordance with best practice, the FGB will establish a register of pecuniary interests for the governors and staff, which will be kept open for inspection. Governors and staff will declare any links they have with local firms from which the school or sports centre may wish to buy products and services. The register will be maintained by the Clerk to the Governors and be reported to the first meeting of the FGB in the school year. (It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from decisions that they make).

As part of each agenda for the Resources Committee, there will be a standing agenda item for Governors to declare interests before the meetings commence. Governors with interests will not vote (and may be asked to leave the meeting whilst certain items are discussed). This will be captured in the minutes.

The full governing body to agree these terms of reference on .....