

## PENLEE ACADEMY TRUST

### LGB – RESOURCES AND PREMISES

#### TERMS OF REFERENCE

Membership:	<p>To consist of no fewer than three Governors including the Chair and Vice-Chair of Governors and relevant members of the school leadership team, specifically the Head.</p> <p>The committee may allow additional non-voting members to attend meetings. Where particular items of business are to be considered, it could be deemed beneficial to draw on the expertise of individuals other than those on the committee (e.g. MAT Accounting Officer/CEO, MAT Business Manager, School Bursar, Deputy Headteachers).</p>
Chair:	The committee should elect its own Chair.
Quorum:	The quorum for a meeting of the committee shall be not less than three of the members with voting rights.
Clerk:	<p>A Clerk to the Governors will be appointed.</p> <p>In the absence of the Clerk meetings may be clerked by any person nominated by the Academy.</p>
Overall Purpose of the Committee:	<p>The overall purpose of the committee is to:</p> <ul style="list-style-type: none"><li>• ensure sound management of the Academy's finance and resources, including proper planning, monitoring and probity.</li><li>• monitor the Academy's policies relating to resources issues – finance and premises;</li><li>• provide guidance and support to the LGB on all matters relating to budgeting and finance, school premises and grounds and health and safety and to make appropriate comments and recommendations on such matters to the LGB;</li><li>• report any concerns to the LGB and on to the Trust.</li></ul> <p>In carrying out all its responsibilities the committee must act:</p> <ul style="list-style-type: none"><li>• in partnership with the Accounting Officer and CFO of the MAT;</li><li>• in accordance with statutory requirements;</li><li>• in accordance with any general principles set by the Trust.</li></ul>
Terms of Reference:	<b>A: FINANCE</b>

	<ol style="list-style-type: none"> <li>1. To develop and propose the annual budget to the Trust Resources and Finance Committee, taking into consideration the priorities set by the LGB and the Trust.</li> <li>2. To monitor and review income and expenditure on a regular basis, ensuring compliance with the Academy's overall financial plan, the DfE's financial regulations and the Academy's Delegation Agreement and financial procedures.</li> <li>3. To approve transfers between budget headings based on sound recommendations.</li> <li>4. To ensure that ring fenced grants are spent in accordance with the terms and conditions of the grant.</li> <li>5. To ensure goods and services required by the Academy are identified and procured in accordance with the Financial Scheme of Delegation and financial regulations and to enter into contracts up to a value of £20,000 provided they relate only to the individual Academy.</li> <li>6. To ensure that the Academy has sound internal financial controls in place which safeguard the probity of its financial transactions and the reliability and accuracy of its financial records, including risk management strategies, register of business and pecuniary interests, asset register and inventory list.</li> <li>7. To implement and confirm proper financial administration arrangements are in place which enable the Academy to ensure the Trust fulfils its statutory responsibilities for financial management.</li> <li>8. To ensure adherence to the principles of the Academies Financial Handbook and the levels of delegation granted to the Committee within the Financial Scheme of Delegation and Financial Procedures document.</li> <li>8. To consider Responsible Officer and audit reports on the Academy and make recommendations to the LGB.</li> <li>10. To receive and consider Management Reports at each meeting showing the overall financial performance of the Academy.</li> <li>11. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals with the stated and agreed aims and objectives of the Trust.</li> </ol>
--	---

	<p>12. To ensure a strategic view of income, staffing, other expenditure and capital projects.</p> <p>13. To have a strategic view regarding forward planning of school finances through longer term financial plans and projections, including capital funding both for maintenance of existing facilities and for school improvement projects.</p> <p>14. To monitor predicted year end balances and ensure corrective action is taken where possible to protect against a deficit outcome.</p> <p>15. To consider final year-end figures and make recommendations on the use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Academy Development Plan.</p> <p>16. To liaise with and receive reports from the Standards and Staffing committee, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.</p>
	<b>B: PREMISES</b>
	<p>17. To be responsible for preparing an annual maintenance programme, for approval by the Trust, in line with the School's Asset Management Plan, for those aspects of maintenance funded from delegated and devolved budgets.</p> <p>18. To be responsible for arranging the security and maintenance of the site, building and contents on a day-to-day basis including the monitoring of the inventory and asset register on an annual basis, ensuring appropriate insurances are in place for both the academy and any third party usage on the site.</p> <p>19. To implement and confirm administration arrangements are in place to ensure inventory and asset lists are kept up to date together with maintaining a record of any school property borrowed by staff.</p> <p>20. To monitor the fabric of the school premises and, make recommendations to the LGB and Trust for significant capital or maintenance work.</p> <p>21. To authorise the disposal of all unusable and obsolete equipment in accordance with the Financial Scheme of Delegation.</p>

	<p>22. To consider improvements/alterations to school premises and to make recommendations to the LGB.</p> <p>23. To monitor the operation of the Health and Safety Policy in order to safeguard the health and safety of employees, pupils and visitors to the schools, and to make recommendations to the LGB on any areas of concern.</p> <p>24. To receive and consider reports on Health and Safety issues ensuring that all appropriate regulations are followed.</p> <p>25. To ensure all IT systems, including any CCTV equipment is securely protected to ensure privacy and security of data.</p> <p>26. To be responsible for ensuring that contractors employed to undertake work on the premises carry adequate public and employer's liability insurance and operate within all current legislation.</p>
--	--

Agreed by Trust Board 17<sup>th</sup> March 2016

Next Review September 2016