



Resource Committee Terms of Reference

1. Constitution

The Board of Directors (the Directors) of The Beam Education Trust (the Trust Board) resolves to establish a Committee of the Trust Board to be known as the Resource Committee (the Committee). The purpose of the Committee is to provide a holistic Trust-wide review of Business across the trust, and support the Trustees in their work.

2. Membership

The Committee will be appointed annually by the Trust Board. It will be independent and consist of:

- A minimum of 3 members with no executive responsibility for the management of or significant interest in the Trust.
- At least one member should have recent and relevant experience in finance, accounting or auditing. The Committee may, if it considers it necessary or desirable, co-opt members with particular expertise.

At the first meeting of each academic year, a Chair of the Committee will be elected.

The Chair of the Trust should not Chair the Committee.

3. Quorum

A Quorum shall be 50% of the trustees appointed to serve on this Committee.

4. Attendance

Each member must achieve at least 75% attendance, and a register of attendance shall be kept for each meeting and will be published on the trust's website on an annual basis.

The CEO and CFO will be in attendance at meetings but will not have voting rights.

The Committee may invite attendees who are not members to assist or advise on a particular matter or a range of issues. Such person shall not be entitled to vote.

The Committee is authorised to obtain outside legal or independent professional advice it considers necessary, in consultation with the Chair of Trustees.

An appointed Committee Clerk will attend as the Minute Taker.

All members of the Committee are expected to attend all meetings. Apologies will be accepted at the discretion of the Chair.

5. Frequency

The Committee will meet as often as required to fulfil its responsibilities but at least termly (3 times per academic year)

The frequency and dates for Resources Committee meetings will be set in advance, as part of an annual planner

6. Remit & Responsibilities

The Committee's main responsibility is to oversee the Trust's following areas:

- Financial Management
- Audit and Risk
- Human Resources
- ICT
- Facilities
- Health & Safety ??

And offer scrutiny and assurance that such areas:

- Are complying with legislation
- Are effectively supporting the delivery of the Trust's objectives
- Provide sound management of the Trust's finances and resources including planning, monitoring, probity and value for money

The committee will advise the Trust Board and Accounting Officer on the adequacy and effectiveness of the governance, risk management, internal controls and value for money systems and frameworks

Detailed areas of responsibility are set out in schedule 1.

7. Reporting

The Committee clerk will circulate an agenda, copies of minutes of the previous committee meeting, and any papers to be considered, no fewer than five working days prior to the meeting.

The clerk will take minutes of the meeting and send to the Chair of the Committee within 14 days. These will be approved by the Chair as accurate representations of the meeting before they are circulated to the trustees on the committee for information. They will be presented at the next committee meeting for formal review and approval.

Schedule 1

1. Financial Management

- To keep under review the Trust's financial management and reporting arrangements and challenge where required with particular reference to:
 - Critical accounting policies and practices
 - The clarity and transparency of disclosures
 - Significant adjustments resulting from an audit
 - The going concern assumption
 - Compliance with accounting standards
 - Compliance with DfE and legal requirements
 - Capital expenditure and key projects
- To consider the annual funding of each Academy and raise any concerns with the Trust Board
- To recommend the annual budget for approval to the Trust Board considering capital expenditure and key projects and requirements.

2. Audit and Risk

- To oversee the process for selecting the external auditor and make appropriate recommendations
- To review the external auditors annual planning document and approve the approach
- Meet with the external auditor and internal auditor, without management present, at least annually
- To keep under review the effectiveness of the risk management, control and governance arrangements, and in particular to review the external auditors' report, the internal auditors' annual report, and management responses.
- To monitor the implementation of agreed audit-based recommendations.
- To take responsibility for external and internal audit matters, oversee the work programme and performance quality of the internal and external audit services.
- To support the board of Trustees in ensuring that a framework is established and maintained for the identification and management of risk.

3. Human Resources

- To ensure that the implementation of the trust's vision, values and mission is underpinned by sound HR and recruitment strategy;
- To develop and monitor the HR and recruitment strategy of the trust ensuring that it is designed to attract, retain and develop high caliber staff and recommend approval to the Board of Trustees.
- Oversee workforce planning
- To review the recommendations of the CEO as to the Head Teachers' salaries particularly any discretionary awards if relevant, and the salaries of the CEO and CFO as required through the Academies Financial Handbook

4. ICT

- Consider and approve the IT Strategy
- Agree and prioritise the allocation of resources to achieve the strategy
- Ensure value for money in the provision of all IT services

5. Facilities

- To oversee the strategy considering the strategic direction of the Trust
- To agree spend in accordance with the Financial Scheme of Delegation

6. Health and Safety

- To ensure that the schools adhere to health and safety requirements, and oversee the annual health and safety review
- Advise the Board of any health and safety concerns

General

- To monitor and assess the internal controls of the BEAM Education Trust to ensure that the Trust, as a whole, is operating at appropriate levels of risk and in compliance with audit requirements.
- To support the board of Trustees in providing an added level of scrutiny in the monitoring of Trust finances, internal and external audit matters, risk management, fraud prevention and detection, and internal controls and health and safety.
 - To keep the board of Trustees regularly informed of the committee's activities.
 - To review or investigate any matters referred by the Trust Board