



Resource Committee Terms of Reference

General Terms

- To act on matters delegated by the full Trust Board
- To liaise and consult with other committees where necessary.
- To contribute to the Trust Improvement Plan.
- to provide a holistic Trust-wide review of Business across the trust, and support the Trustees in their work
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

- The Committee will be appointed annually by the Trust Board. It will be independent and consist of:
 - A minimum of 3 trustee members with no executive responsibility for the management of or significant interest in the Trust.
 - At least one committee 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.
 - Other trustees are allowed to attend the committee meetings and to vote.

Quorum

- this must be not less than three trustee members (not including the CEO)
- It may include other trustees not appointed to the committee

Meetings

- The Resources Committee will meet at least once a term, or as often as required to fulfil its responsibilities. Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- 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.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the CEO).
- 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.
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are trustees.

Remit & Responsibilities

- The Committee's main responsibility is to oversee the following within the Trust:
 - 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 below

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

7. 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