

## **DEVELOPMENT AND RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

**Reviewed and Updated February 2016**

The Development and Resources Committee assists the Governing Body with regard to the sound management of the academy's finances and resources, including proper planning, monitoring and probity, making recommendations to the Governing Body as necessary. It also undertakes the Audit Committee functions on behalf of the Governing Body. Major issues and decision making are referred to the Governing Body.

#### Financial management

1. The Development and Resources Committee is an advisory body with no executive powers. It is, however, authorised by the Governing Body to investigate any activity within its terms of reference and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.
2. The Development and Resources Committee is authorised by the Governing Body to obtain relevant independent professional advice where necessary.
3. Conduct the initial review of the Academy's budget and make recommendations to the Governing Body concerning its approval.
4. Undertake all of the delegated tasks outlined in 2.3 to 2.4 of Greenway Academy's Financial Handbook.
5. Contribute to the academy's improvement plan through the consideration of financial priorities and proposals, in consultation with the Headteacher.
6. 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.
7. Agree relevant limits of delegation, virements and valuation/depreciation as set out in the financial handbook.
8. Liaise with and receive reports from committees and working groups as required and make recommendations about the financial aspects of matters being considered by them. Receive monthly management accounts including variances to budget.
9. Regularly monitor and review expenditure and ensure compliance with the overall financial plan of the academy and with DfE financial regulations, reporting any matters of concern to the Governing Body.
10. Regularly monitor and review financial procedures to ensure effective implementation and operation, including the implementation of bank account arrangements and make recommendations for improvement as necessary.
11. Prepare the trustees report to form part of the statutory accounts as required under charity and company law. The trustees report will be approved by the Governing Body and signed on their behalf (usually by the Chair of Governors).
12. Ensure that the statutory accounts are filed on time.
13. Receive auditors' reports and make recommendations based on the findings of the auditors to the Governing Body.
14. Make recommendations to the Governing Body with regard to the appointment/re-appointment of the academy's auditors.
15. Review and make recommendations with regard to the financial handbook and the policies and procedures therein, including: charging, lettings and contracts.

16. Recommend to the Governing Body whether to enter into contracts with external parties, in accordance with the financial handbook.
17. Additional items as required by the Governing Body.

#### Audit

18. Review the Academy's internal and external financial statements and reports to ensure that they reflect best practice.
19. Discuss with the external auditor the nature and scope of each forthcoming audit and ensure that the external auditor has the fullest co-operation of staff.
20. Consider all relevant reports by the Headteacher, the Bursar, chairs of other committees/working groups or the appointed external auditor, including reports on the Annual Accounts, achievement of value for money and the response to any management letters.
21. Review the effectiveness of the Academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
22. Consider and advise the Governing Body on the Academy's annual and long-term audit programme.
23. Consider internal audit reports, including value-for-money reports and the arrangements for their implementation.
24. Review the operation of the Governing Body's code of practice for Governors and code of conduct for staff.
25. Consider and advise the Governing Body on both internal and external assessments of performance that the Academy might be subject to.
26. Report at least once a year to the Governing Body on the discharge of the above duties.

#### Risk management

27. Review the Academy's Risk Register on an annual basis and report back to the Governing Body.
28. Review the Academy's Business Continuity Plan annually and report back to the Governing Body.
29. Receive and review risk management and relevant regulatory information and reports and make recommendations to the Governing Body for changes in policy and procedures as appropriate.
30. Consider material breaches of the agreed risk limits, review action taken and to prevent a repeat.

#### Premises

31. Follow the policies and directives of the DfE and other relevant statutory authorities concerning the upkeep of buildings and land.
32. Ensure that the conditions of the premises and grounds are monitored and receive regular reports.
33. Prepare a statement of priorities for maintenance and development (Asset Management Plan).

34. Review the policy for repair and maintenance and ensure that resources are available to implement it.
35. Report to the Governing Body on the effectiveness of planned maintenance programmes/the Asset Management Plan.
36. Approve costs and arrangements for maintenance, repairs and re-decoration within the budget allocation.
37. Oversee the preparation, implementation and monitoring of premises-related contracts.
38. Determine policy for the letting of premises. Monitor and review the implementation of that policy and ensure all statutory requirements for letting the premises are satisfied.
39. Monitor adherence to health and safety policies and procedures and report to the Governing Body.
40. Review the academy's disaster recovery plan and make recommendations to the Governing Body as necessary.
41. Be aware of the extent of insurance cover on premises and equipment.
42. Ensure that employees are properly trained in relation to relevant policies, particularly those relating to health and safety.
43. Additional items as required by the Governing Body.

#### Staffing

44. Ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
45. Ensure the school's Performance Management Policy is implemented.
46. Governors to ensure that the Headteacher's Performance Management is carried out in a timely and proper manner including the use of an external School Improvement Partner (SIP).
47. Approve a Pay Policy for all categories of staff.
48. Be responsible for the administration and review of the Pay Policy.
49. Ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
50. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
51. Monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
52. Recommend to the Governing Body staff selection procedures, ensuring that they conform to safer recruitment practice and review these procedures as necessary.
53. In consultation with staff, oversee any process leading to staff reductions.
54. Establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.