



Four Cs Multi-Academy Trust

TRUST RESOURCES COMMITTEE TERMS OF REFERENCE



The Resource Committee has delegated powers from the Trustees to manage all the Finances, Health and Safety, Property and Personnel aspects of the Trust and in doing so take reasonable endeavours to:

Responsibility - Finance	Autumn	Spring	Summer
1. Monitor the Trustees compliance with the terms and conditions of appropriate education legislation, regulations, Governmental, Local Authority or other bodies controlling the development to, and sourcing of, education related finance, funding grants and resources; and consider any amendments or alterations thereto, providing recommendations or to otherwise advising the Trustees in the adoption of, or compliance with such regulations, agreements and undertakings and any alterations thereto. (This includes annually informing Trustees of their responsibilities by issuing a list of “Musts and Shoulds”, which they should acknowledge).	As and when required		
2. Consider each year’s priorities, setting the annual budgets, delegated to schools within the Trust and approving levels of financial delegation to those schools. (The delegation will also contain a level of capital expenditure for the purposes of procuring major property assets for the Trust under the management and responsibility of the Targeted Capital Project (TCP) committee, who will report progress at each meeting.)			✓
3. Monitor the income and expenditure of all public funds against the budget (and any revised forecasts), reporting the financial situation to the Trustees at least termly. (Demonstrating that sufficient robust practices and procedures are in place to comply with the audit requirements mandated by Government and that Value for Money can be seen and demonstrated.	✓	✓	✓
4. Review Internal Scrutiny reports as to the effectiveness of the specific financial procedures, controls and management systems, the conclusions reached and proposals/evaluation of any corrective action or system improvement necessary/implemented as a result of such reviews.	✓	✓	✓

Responsibility - Finance	Autumn	Spring	Summer
5. Approve the content and application of the Trust's internal Financial Controls Manual and any changes to the Trust's Policies on 'Lettings Charges' and 'Charging and Remissions' with consideration for both school and non-school usage. The Committee will make recommendations to the Trustees if there are any necessary changes.			✓
6. Confirm the appropriate annual financial statements, produced by the Trust's schools are audited in accordance with the requirements of education legislation, financial schemes, accounting standards and such other related requirements as may be appropriate.		✓	✓
7. Receive and where appropriate respond to the annual audit reports relating to the management and performance of any of the Trust's finances, ensuring any practical recommendations for improvement are carried out within a reasonable timeframe.	✓		
8. Approve the awarding of contracts which exceed the value limits as specified in the Financial Controls Manual under the remit of the Scheme of Delegation.	As and when required		
9. Confirm that the Trust and Trustees maintain sufficient and suitable risk management strategies (including Business Continuity Plans), and insurance policies covering such assets, individuals, liabilities, and responsibilities as are required, either by statute or for the protection of such risks, losses, actions or demands as shall be considered prudent and desirable. The adequacy and nature of the Trust's insurance portfolio will be reviewed annually by the Committee at its Autumn Term Meeting and reported to the Trustees and the tenders obtained for renewals every three years from inception date of original cover.	✓	✓	✓
10. Approve the disposal of tangible assets having a value exceeding that specified in the terms of the Trust's Financial Controls Manual.	As and when required		

Responsibility - Property	Autumn	Spring	Summer
11. Advise the Trust board and School Heads on any significant property and Health and Safety related matters, covering any Governance statutory responsibilities, which may affect the day to day operations of the schools.	As and when required		
12. Receive a property condition report termly from the Premises manager and to carry out an annual property condition visit.	✓	✓	✓
13. Approve the Health and Safety Policy for the Trust and carry out any steps necessary to proactively deal with any Health and Safety matters, ensuring as far as is practicable that appropriate policies, processes and procedures exist and are being correctly interpreted and implemented. Especially ensuring that all Trust property is safe for all persons authorised to access its buildings and use its facilities.	As and when required		
14. In conjunction with the Trust Board and School Head Teachers, consider, adopt and monitor plans, policies and procedures as may be appropriate for the safe use, development, maintenance and enhancement of the Trusts buildings, physical resources and sites.	As and when required		
15. Consider, approve and monitor the deployment of funds allocated in the Trust's budget for expenditure on maintenance, repairs, redecoration and fixtures and fittings. Authorise and monitor the Targeted Capital Projects delegated to the TCP group of the Trust.	As and when required		

Responsibility - Review / Remuneration	Autumn	Spring	Summer
16. Ensure its Performance Management activities are known to all Trustees, so that the operations and interfaces are clearly established and understood and that the Performance Management policy is followed and shall seek documented confirmation that the Performance Management process is cascaded downwards throughout the Trust.	✓		
17. Meet termly with the CEO where necessary, who shall have specific responsibility for proposing, agreeing, monitoring and reviewing the Trusts Performance Management objectives at each school and their recommendations for salary increase due to performance to ensure that they fall in line with the adopted policies and procedures.	✓	✓	✓

In common with all other aspects of the Trust Resource Committee (TRC), progress will be reported regularly to the Full Trust Board (FTB). Also, it is each committee's responsibility to ensure that its policies are reviewed in line with the MATs Document Review Policy, which will include any applicable action plans and respective individual ownership and target dates.

The Chair of the Committee or in his/her absence, the Chair of Trustees, shall have authority in conjunction with the Trust Management to authorise such action or to take such decisions, in event of emergency circumstances only, where it is not practical to convene a meeting of the Committee, subject always to such action or decision being reported to the next meeting

Date for Review: Annually (last reviewed Autumn 2019)