



## Terms of Reference for Business and Resources Committee

In broad terms, the Business and Resource Committee is:

- To monitor and evaluate the implementation of the school improvement plan in relation to Finance and Premises, ensuring that appropriate policies and decisions are recommended to match aims and objectives.
- To foster and promote business and community partnerships as appropriate, including marketing.
- To agree and recommend the annual budget to the full Trust Board governing body.
- To advise the Trust Board governing body on the school's overall financial strategy and policy within the resources available.
- To monitor the school's income and expenditure against the agreed budget figures and to report to the full governing body at least once per term.
- To seek opportunities for income generation and maximising school assets.
- To keep under general review the costs of the staffing of the school and to make recommendations to the full governing body.
- To oversee the school's financial systems and operations to ensure compliance with EFA regulations and procedures.
- To oversee private and voluntary funds.
- To authorise expenditure in line with the financial scheme of delegation
- To review and advise the Trust Board governing body on health and safety issues.
- To review and advise the Trust Board governing body on the general condition, usage, maintenance and development of the school's site and buildings.
- To be responsible for reviewing the School's Asset Management Plan.
- To be responsible for considering, developing and recommending a Capital Strategy for the school.
- To review the implementation of the Capital Strategy and recommend appropriate revisions from time to time.
- To scrutinise and approve expenditure from the Repair and Maintenance Budget and the school's Devolved Formula Capital.
- Recommend the annual financial statements to the Trust Board governing body for approval.
- Consider the reports of the auditors and, when appropriate, advise the governing body of material controls issues.
- To ensure compliance with national requirements in relation to policies and procedures associated with employment, pay, recruitment, selection,



appointment, promotion, performance management, appraisal, grievance, discipline, remuneration, welfare, and professional development.

- To receive, consider and make recommendation to the Trust Board governing body on the overall staffing provision of the school, including the management structure and associated allowances.
- To receive reports on quality assurance activities from time to time.
- To review progress against equality objectives as per the Equality policy
- To monitor the school improvement plan in relation to Personnel.
- To receive reports on personnel issues, including relationships with staff, reports from the consultative committee and the implementation of fair employment policies.
- To review the Pay Policy annually with regard to the current STP&C document and appropriate guidance relating to support staff.
- To ensure that, within budget constraints the Pay Policy meets the needs of recruitment, retention and development of staff and contributes to the resourcing of the School Improvement Plan priorities.
- Review the committee's membership and effectiveness on an annual basis to ensure that it has appropriate skills and relevant experience

### **Audit functions**

- Advise the Trust Board governing body on the adequacy and effectiveness of the Academy Trust's systems of internal control and its arrangements for risk management, control and governance processes, and securing economy, efficiency and effectiveness (value for money)
- Review the statement on internal control and make appropriate recommendations to the governing body
- Agree the programme of internal audit including the checking of financial controls, systems, transactions and risks
- Consider the reports of the auditors and, when appropriate, advise the governing body of material controls issues
- Monitor the implementation of agreed audit recommendations
- Ensure that all allegations of fraud and irregularity are appropriately investigated and controls weaknesses addressed
- Review the committee's membership and effectiveness on an annual basis to ensure that it has appropriate skills and relevant experience