Amended 12.10.15

EATON BANK ACADEMY

RESOURCES MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Overview

The Resources Management Committee is a committee of the Full Governing Body of Eaton Bank Academy responsible for recommending strategy and policy with regard to finance, marketing, human resources, health and safety, estates and ICT. It will oversee the development of these aspects of the Academy's Three Year Business Plan and monitor, support and challenge senior leaders in the implementation of this Plan.

The Committee will publish an annual schedule of work.

Objectives

1. To oversee, support and challenge the preparation of an annual draft budget and three year financial forecast and recommend them to the Full Governing Body for approval

2. To monitor income and expenditure against budget, and review cash flow and the three year financial forecast, twice termly and to report progress to the Full Governing Body, recommending any necessary action

3. To work with senior leaders to develop and implement a strategy for diversifying income to support achievement of the Academy's vision

4. To oversee financial management and ensure that the Academy achieves value for money in all of its activities

5. To keep the Financial Procedures Manual under review and to ensure that the Academy operates in line with all of its financial procedures, including the production and auditing of financial accounts. To recommend the Annual Accounts and Financial Statements to the Full Governing Body and Academy Trust for approval

6. To develop, monitor and review policy on financial matters, making recommendations to the Full Governing Body as required

7. To oversee the development of a Marketing Strategy designed to achieve the Academy vision, promote community engagement, including liaison with local primary schools, and ensure a successful future. To recommend the Marketing Strategy to the Full Governing Body for its approval

8. To receive regular reports on the implementation of the Marketing Strategy from senior leaders. To monitor, support and challenge action designed to achieve agreed marketing objectives, and to ensure that the impact of marketing activities is regularly reviewed and value for money achieved

9. To oversee the development of human resources strategy to ensure that staffing structures are appropriate and affordable, and that staff are of the high quality necessary to deliver the Academy's vision

10. To oversee the development of human resources policies with regard to pay and conditions, performance management, capability, discipline, grievance and redundancy. To keep these policies under review in accordance with the schedules agreed by the Full Governing Body and to recommend any necessary revisions

11. To receive regular reports on human resource matters from senior leaders to enable the Committee to fulfil its responsibilities and to report to the Full Governing Body as required

12. To determine, monitor and review policy on Health and Safety designed to ensure a safe and secure working environment for all students and staff and that all legislative requirements are met

13. To receive and consider the outcomes of an annual Health and Safety Review commissioned from an expert provider, and to ensure appropriate management action is taken where necessary

14. To receive and consider regular Accident/Incident Reports and to monitor progress in ensuring that reporting reflects best practice and that accidents/incidents are reduced to a minimum

15. To oversee the development, and review progress against, a Health and Safety Action Plan

16. To determine a strategy for the development and maintenance of the Academy's estate in line with its vision and, within available resources, to ensure the high quality accommodation required to support teaching and learning and business development

17. To oversee the development of capital bids and recommend their approval to the Full Governing Body. To monitor and review the implementation of capital programmes to ensure that funding requirements are met and quality and value for money achieved

18. To determine, monitor and review policies pertaining to the development, operation and maintenance of the Academy's estate

19. To determine an ICT Strategy to support and enable effective teaching and learning, business management and internal and external communication and to recommend it to the Full Governing Body for approval

20. To ensure that the ICT system and all associated resources are of an appropriate quality, fit for purpose, and appropriately licensed

21. To determine, monitor and review policies and procedures related to the operation, safe use, maintenance and replacement of ICT resources, and to receive regular reports on their implementation to ensure they support all aspects of the Academy's vision

22. To receive, consider and act on guidance from the Department for Education, the Education Funding Agency and other official sources with regard to the Committee's areas of responsibility.
23. To deal with any matters that may arise within the overall remit of the committee that are not addressed in the above terms.

Membership

The Full Governing Body of the Eaton Bank Academy will ensure that the membership of the Resources Management Committee includes Governors with appropriate expertise and experience in areas for which the Committee is responsible. The Committee will comprise 8 Governors and will include the Head Teacher.

The Academy's Business Manager will also attend meetings to report to and advise the Committee.

The quorum will be 4 Governors including the Head Teacher.

The Committee will meet twice a term resulting in 6 meetings per academic year.

The Chair and Vice Chair of the Committee will be elected by the Committee members on an annual basis.

The Terms of Reference will be reviewed on an annual basis.

WW/Chair Resources Management Committee/30 November 2015