



## The Circle Trust Document: **Terms of Reference for St. Crispin's School Resources Committee**

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Approver:	Trustees
Owner:	Local Advisors
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### Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	28.6.2021		New Document	First release
1.1				
1.2				
1.3				

## **1. Membership**

- 1.1. The Committee will be made up of not less than 5 Local Advisors appointed to the Committee by the full Local Advisory Board (LAB).
- 1.2. The position of Chair and Vice Chair of the Committee will be agreed annually at the first Committee meeting of the academic year.
- 1.3. The Headteacher and such other members of the senior leadership team or staff as the Headteacher may nominate will attend Committee meetings to provide information and participate in discussions, but will have no voting rights.
- 1.4. The Chair of the Committee may invite others who are not Committee members to attend and contribute to meetings, but they will have no voting rights.

## **2. Quorum**

- 2.1. The quorum for Committee meetings and votes will be any 3 Committee members or, where greater, any one third (rounded up to the nearest whole number) of the total number of Committee members serving at the date of the meeting, in either case present and entitled to vote.
- 2.2. Committee members must be present to vote and may not appoint a proxy or alternate to vote for them.
- 2.3. Committee members may participate in meetings by telephone, video conference or an online platform and will be counted in the quorum and as present if they are able to hear and be heard.

## **3. Voting and interests**

- 3.1. Any decisions taken must be determined by a majority of votes of Committee members present and entitled to vote on the matter under consideration.
- 3.2. Each Committee member will have one vote unless there is an equal division of votes, in which event the Chair of the meeting shall have a second and therefore the casting vote.
- 3.3. At the beginning of each meeting, the Chair is required to ask if there are any declarations of interest. If any interest is declared, the meeting will determine how the interest will be dealt with before any further business is conducted. This shall include but is not limited to the Committee member concerned absenting themselves from the discussions and not taking part in the decision or vote on the specific agenda item. Each declaration of interest and how it is dealt with will be formally recorded in the meeting minutes.

- 3.4. A written resolution signed by all the Committee members entitled to receive notice of a meeting of the Committee shall be valid and effective as if it had been passed at a meeting and may consist of several documents in the same form, each signed by one or more Committee members.

#### **4. Frequency of Meetings**

- 4.1. The Committee will meet at least 3 times each academic year at appropriate times and otherwise as the Committee may determine to discharge their responsibilities effectively.

#### **5. Notice of meetings**

- 5.1. Meetings will be called by the Clerk to Local Advisors at the request of:
  - 5.1.1. the Committee Chair, or
  - 5.1.2. if there is a vacancy in the position of Chair, the Committee Vice Chair, or
  - 5.1.3. 4 or more Committee members, or
  - 5.1.4. the Headteacher or Chair of Trustees if either may consider a meeting necessary.
- 5.2. Notice of each meeting confirming the venue, date and time of the meeting, together with an agenda of items to be considered and the supporting papers, will be sent to each Committee member and any other person required to attend at least 7 clear days before the meeting (or, if any supporting paper is not then available, as soon as possible in advance of the meeting).
- 5.3. If, however, the Committee Chair or, in the absence of the Committee Chair or where there is a vacancy in this post, the Committee Vice Chair, or the Chair of Trustees determines there are matters demanding urgent consideration it will be sufficient if written notice of a meeting, the agenda and any supporting papers are given within such shorter period as the Committee Chair, Committee Vice Chair or the Chair of Trustees as the case may be directs.
- 5.4. At the same time as being sent to Committee members, the notice, agenda and supporting papers (with the exception of confidential Part 2 items) will be published on SharePoint.
- 5.5. Generally, agendas will be agreed by the Chair of the Committee (or person(s) requesting the meeting) with the Headteacher (or their designated representative from the Senior Leadership Team) although new items of business may be introduced at the meeting if the Committee members agree.

#### **6. Minutes of meetings**

- 6.1. The Clerk to Local Advisors will minute the proceedings and decisions of all Committee meetings, including the recording of the names of those present and in attendance and all interests declared and how those interests were dealt with.

- 6.2. In the absence of the Clerk, the Committee members present will nominate a person (other than the Headteacher or a member of the Senior Leadership Team) to act as Clerk at that meeting.
- 6.3. Draft minutes will be prepared and agreed by the Committee Chair and Clerk to the meeting and distributed to all Local Advisors at the latest two weeks after the meeting. At the same time, the agreed meeting minutes will be published on SharePoint together with any papers considered by the meeting and not previously published, with the exception of Part 2 confidential minutes and papers.
- 6.4. Part 2 minutes and papers will be confidential to the LAB and made available to Trustees promptly but only on request from the Chair of Trustees or Company Secretary.

## **7. Role, functions and responsibilities of the Committee**

- 7.1. The role of the Committee is to encourage, challenge and monitor the efficient and effective deployment of resources across the school with respect to People (HR), Money (Finance), Buildings (Premises) and IT.
- 7.2. The specific functions and responsibilities of the Committee are to:
  - 7.2.1. understand, review and recommend to the LAB, taking into account the priorities of the School Improvement Plan, the annual school budget;
  - 7.2.2. receive and review at a high-level regular reports showing:
    - i. actual spend against budget
    - ii. changes made to maintain revenue and expenditure on target
    - iii. forecastsand promptly report to the Chief Operating Officer and the Trust Board Finance Committee any key issues and budget deviation;
  - 7.2.3. monitor and challenge the school cash position on any school fund accounts and promptly report to the Chief Operating Officer and the Trust Board Finance Committee any key issues
  - 7.2.4. approve any budget reforecast for submission to the Chief Operating Officer by the first school day in the second half of Autumn term and report this at the next scheduled meeting of the full LAB;
  - 7.2.5. review and recommend to the full LAB the annual capital programme for the School for consideration and approval as part of the school improvement plan and/or school condition reports;

- 7.2.6. review and approve any capital requests within the approved annual capital programme or for urgent capital work for submission to the Chief Operating Officer at least 10 school days in advance of a scheduled Trust Board Finance Committee meeting;
- 7.2.7. monitor and challenge income generation plans and ensure funds (net of expenses) received from such plans are invested in future learning of pupils in the School;
- 7.2.8. monitor and hold the Headteacher to account in relation to:
  - i. the level of pupil premium and other funding (including COVID catch up) received by the School in the current academic year and levels of funding received in previous academic years;
  - ii. how the School proposes to spend the pupil premium and other funding, the rationale for this spending and its intended impact;
- 7.2.9. encourage, challenge and monitor:
  - i. the staffing provision of the School to deliver efficiently and effectively the curriculum and school priorities;
  - ii. continuing professional development for staff and Local Advisors,
- 7.2.10. approve the staffing structure and grading of posts in the School;
- 7.2.11. consider and approve annually the performance related pay awards following the Headteacher's performance related pay recommendations for all teachers in the School and participate in decision making with the Executive Headteacher to determine the performance related pay recommendation for the Headteacher;
- 7.2.12. have due regard to and monitor the ability of the Headteacher and staff in the School to achieve a healthy balance between the time required to discharge their professional duties and the time required outside of work;
- 7.2.13. annually approve the School's Rainbow Plan and consider and review steps to test its robustness and effectiveness;
- 7.2.14. monitor school priorities relating to premises, IT and health and safety and progress towards their delivery in line with approved budgets and plans;
- 7.2.15. encourage, challenge and monitor:
  - i. the use of premises and facilities outside school hours (with lettings rates to be determined by the Committee and set out in the School's Lettings Policy);
  - ii. the safety and security of premises with particular regard to health and safety, disability and other relevant legislation and the School's Accessibility Plan;
- 7.2.16. monitor the implementation and impact in the School of policies relating to resources including:
  - i. Accessibility Plan

- ii. Charging and remissions
- iii. Data protection
- iv. Lettings
- v. Use of CCTV
- vi. Staff ICT acceptable use

7.2.17. ensure The Circle Trust's latest Adapt and Adopt policies relating to the areas listed below are promptly adapted for the School and adopted:

- i. Accessibility
- ii. Charging and remissions
- iii. Lettings
- iv. Staff Absence Management

7.2.18. receive and approve requests submitted by Local Advisors for governance allowances in accordance with the Trust's Governance Allowances Policy;

7.2.19. monitor and report on any areas of internal non-compliance in the School, as may be requested by the Audit and Risk Committee;

7.2.20. carry out any other duties as may be occasionally requested by the LAB or Trust Board.

## **8. Reporting obligations**

8.1. All decisions and recommendations of the Committee are to be reported and considered at the next scheduled meeting of the full LAB.

## **9. Committee review**

9.1. At least annually in the Spring term, the Committee will review its composition and Terms of Reference to ensure it is operating at optimal effectiveness and recommend any changes it may consider necessary or otherwise appropriate to the full LAB for consideration and, if the LAB considers appropriate, recommendation to the Trust Board for approval.

9.2. Any changes to these Terms of Reference must be approved by the Trust Board.