**Terms of reference for the Magnus C of E Academy Local Governing Body Resources Committee**

General Terms

* To act on relevant matters as set down in the scheme of delegation provided by the Diocese of Southwell and Nottingham MAT.
* To liaise and consult with other committees and the full Local Governing Body where necessary.
* To contribute to the Academy Improvement Plan.
* To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

* The committee is free to determine its own quorum, but as a minimum this must be not less than three governor members of the committee.

Meetings

* The Governing body is free to determine how often the committee meets and may delegate this to the committee
* The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
* In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
* In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
* The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
* Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

* To monitor the implementation of the MAT Financial Regulations Manual and the local scheme of delegation for spending and budgetary adjustments.
* To monitor the implementation of all additional MAT financial policies (Fraud, Debit and Credit Cards, Confidential Reporting/Whistleblowing) and ensure all staff are familiar with these.
* To review and monitor the implementation of the academy charging and remissions policy.
* To work with the Headteacher to draft an annual school budget, taking into account the priorities of the School/Academy Improvement Plan, for submission to the full Local Governing Body prior to submission to the Finance Committee of the MAT Board.
* To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

Financial monitoring

* To monitor the income and expenditure of all delegated and devolved funds against the annual budget plan throughout the year.
* To receive at least termly budget monitoring reports from the headteacher/Director of Finance and Resources.
* To report back to each meeting of the full governing body and inform them of potential problems or significant anomalies at an early date.
* To work with other committees and provide them with the information they need to perform their duties.
* As requested to provide finance reports to the MAT Finance Committee as required on behalf of the LGB.
* To provide on behalf of the LGB information to assist the statutory audit process as may be required.

Premises

* To provide support and guidance for the local governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
* To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
* To inform the local governing body of the report and set out a proposed order of priorities for maintenance and development, for the consideration as part of the draft annual budget.
* To ensure that professional surveys and emergency work is carried out as necessary.
* To create a project committee where necessary to oversee any major developments.
* To establish and keep under review an Accessibility Plan and a Building Development Plan
* To monitor the implementation of the Health and Safety policy.

Staffing

* To monitor the implementation of the MAT recruitment, selection and appointment procedures and ensure that the academy conforms with safer recruitment practice, including ensuring that members of the LGB have completed safer recruitment training.
* To monitor the implementation of procedures for dealing with staff discipline and grievances and make recommendations for amendments to the MAT Board on behalf of the LGB.
* To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
* To work with the Headteacher to inform proposals to reduce staffing or revise staffing structures prior to submission to the MAT Board.
* To monitor the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.