

Terms of Reference Resources Committee

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1. Constitution and Purpose

- 1.1 The Resources Committee is constituted by the Board of Trustees (the Trustees) of Heartwood Learning Trust (the Trust Board) to assist the Trust Board in its management of all the Trust's resources.

2. Membership

- 2.1 The Committee shall have a minimum of two members. A majority of Resources Committee members must be Trustees. Any member of the Board of Trustees may count towards membership of the Resources Committee and will be entitled to vote in any proceedings of the Committee with the exception of those Trustees also appointed as members of the Audit & Risk Committee. The membership may also include persons who are not Trustees: the Chair of the Committee may decide if such members are entitled to vote in any proceedings of the Committee. At least two members of the Resources Committee must be Trustees. Officers of the Trust who may attend the meeting to report to Trustees are not counted as Committee members and are not entitled to vote in any proceedings of the Committee.
- 2.2 No vote on any matter shall be taken at a meeting of the Resources Committee unless the majority of members of the committee present are Trustees.
- 2.3 The Deputy Chief Executive Officer shall ensure that a Clerk is provided to take minutes at meetings of the Committee.
- 2.4 The Resources Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.5 The Chair of the Resources Committee shall be appointed annually from the Trustee members of the group by the Full Trust Board.

3. Remit and responsibilities of the Resources Committee

- 3.1 The Resources Committee shall be responsible for the matters set out in the attached Schedule, and any other matters delegated to it by the Trust Board.

4. Proceedings of Resources Committee meetings

- 4.1 The Resources Committee will meet as often as is necessary to fulfill its responsibilities but at least three times a year being once in each of the autumn, spring and summer terms.
- 4.2 Any two Resources Committee members can require that the Chair convene a meeting by giving no less than 14 days' prior notice.

- 4.3 The quorum for the transaction of the business of the Resources Committee shall be two members of the committee who are Trustees.
- 4.4 Unless the meeting is quorate any matter decided by the Resources Committee will only be a recommendation and must be ratified by the Trust Board.
- 4.5 Every matter to be decided at a meeting of the Resources Committee must be determined by a majority of the votes of the committee members present and voting on the matter. (For the avoidance of doubt, an abstention from voting is not counted as a vote)
- 4.6 Each Committee member present in person shall be entitled to one vote.
- 4.7 Where there are three or more Trustee members and an equal division of votes, the Chair of the meeting shall have a casting vote. Where there are only two Trustee members and they do not fully agree, the decision will be referred to the Trust Board for the final vote.
- 4.8 In the absence of the Chair, a fellow Trustee may chair the meeting.
- 4.9 A register of attendance shall be kept for each Committee meeting and published annually.
- 4.10 All papers will be provided to Committee members no less than seven days before the meeting. The Committee will only consider papers submitted less than seven days before the meeting in exceptional circumstances and with the prior agreement of the Chair.
- 5. Authority**
- 5.1 The Resource Committee is authorised by the Trust Board to:
- carry on any activity authorised by these terms of reference; and
 - seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.
- 6. Reporting Procedures**
- 6.1 Within 5 working days of each meeting the Clerk to the Resources Committee will produce minutes of its meetings.
- 6.2 Within 10 working days of each meeting the Chair of the Resources Committee will agree the draft minutes of its meetings (a final version will be signed off at the next meeting).
- 6.3 The Resources Committee minutes and any reports can be agreed by Committee members by email.
- 6.4 The Resources Committee minutes and reports will be sent to the Trust Board at least 5 working days before the next Full Board meeting.
- 6.5 The Resources Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- 6.6 The Resources Committee shall conduct an annual review of its work (summer term) and these terms of

reference (autumn term) and shall report the outcome and make recommendations to the Trust Board.

SCHEDULE

Responsibilities of the Resources Committee

1. Monitoring

- 1.1 Receive reports from the Central Team via their Executive Lead including, finance, staffing, property, IT, safeguarding - staff matters, and health & safety.

2. Finance

- 2.1 Advise the Trust Board on finance matters generally.
- 2.2 Review, and advise the Trust Board, on the accounting policies, the Trust's annual report and accounts, levels of error identified, and management's letter of representation to the external auditors.
- 2.3 After appropriate consultation, review and make recommendations to the Trust Board on financial policies (including a Charging and Remissions Policy), procedures, regulations (including financial decision levels), and appropriate internal financial controls.
- 2.4 Prior to the commencement of each financial year, review the annual budget and the central Trust budget proposed by the Chief Executive Officer (CEO), and recommend them for approval to the Trust Board.
- 2.5 For the Trust and all its academies, review management accounts and forecasts; as appropriate, recommend to the Trust Board any remedial actions.
- 2.6 Review and make recommendations to the Trust Board on a Reserves Policy for the Trust; monitor reserve levels and recommend to the Trust Board the reallocation of reserves as appropriate.
- 2.7 Review actual and forecast cash flows and bank facilities, ensuring bank covenant compliance.
- 2.8 Ensure the CEO develops trust-wide procurement strategies and an efficiency savings programme.

3. Staffing

- 3.1 Support and advise the Trust Board on staffing matters generally.
- 3.2 Ensure that the Trust and all its academies have all statutory and appropriate policies and procedures (including Safer Recruitment) in place regarding personnel/staffing and that these are reviewed as necessary.
- 3.3 Ensure that the Trust and all its academies have effective and high-quality staff:
 - Review staff structure changes annually as part of the start budget;
 - Review annually the Trust's Pay Policy and any Performance Management associated documents and recommend to the Trust Board for approval;
 - Delegate to the Executive Principal/Principal the appointment of teaching staff below Senior Leadership Team (SLT) Level and support staff (excluding Support Service Managers));
 - In accordance with Trust approved HR policies, determine the processes for recruiting the Principal; at least one Trustee to be involved in the interview process to ensure Trust Board oversight;
 - In accordance with Trust approved HR policies, ensure that the Performance Management of each Principal is carried out by their respective Line Manager and presented to the Resources Committee for

approval by 31st October each year;

- In accordance with Trust approved HR policies, ensure that the Performance Management of other Academy level appointments are carried out by the appropriate line manager;

3.4 Monitor the academies' Continuing Professional Development (CPD) training needs of all staff and confirm that they support the SDPs and the training needs of staff, including succession planning and improving staff performance.

4. Property

4.1 Oversee the Trust's property ownership and management.

4.2 Lead and be responsible for making recommendations to the Trust Board on property acquisition and major developments.

5. IT

5.1 Oversee the IT strategy of the Trust and all its academies. Monitor implementation and compliance of the Trust's IT Strategy and Vision.

5.2 Recommend to the Trust Board a Trust-wide Data Protection (UK GDPR) Policy and Freedom of Information and Policy (inclusive of a publication scheme).

5.3 Oversee compliance with the Data Protection (UK GDPR) Policy and legislation, the Freedom of Information Policy and legislation, and good practice within the Trust and each of its academies, through termly reports from the Central Team.

6. Health & Safety

6.1 Ensure that the Trust and all its academies have all statutory and appropriate Health & Safety policies and procedures in place, and that these are reviewed as necessary.

6.2 Review at each meeting a report from the Director of Estates and Facilities on policy, arrangements, and issues.

6.3 Making recommendations to the Trust Board regarding Health & Safety policies and arrangements; maintaining oversight of accidents and incidents reported by the Director of Estates and Facilities.

7. General

7.1 Lead and be responsible for making recommendations to the Trust Board on the resources aspects of due diligence on academies which might join the Trust.