



RESOURCES COMMITTEE TERMS OF REFERENCE

Committee	Resources
Adopted by Trustees	May 2019
Last amended	September 2022
Last reviewed	September 2022
For review	Annually

1. Constitution

- 1.1. The Equa MAT Board of Trustees has resolved to establish a Resources Committee to advise the Board on matters relating to the Trust's:
 - Finances
 - Audits
 - Estates and infrastructure
 - Human Resources
 - Infrastructure
 - Growth
- 1.2. The Resources Committee is responsible to the Trust Board.
- 1.3. The Committee's Terms of Reference are agreed and adopted by the Board and can only be amended with the approval of the Board.

2. Membership

- 2.1. The Committee will consist of:
 - at least 3 Trustees who will be appointed by the Board.
 - 2 or more governors from Trust Schools with a minimum of one secondary and one primary governor (or co-options if local governors with the requisite skills are not available through appointment by the Trust Board).
- 2.2. The numbers of trustees must be more than the number of local governors in attendance.
- 2.3. The Chief Executive Office and Chief Finance Officer will be in attendance but will have no voting rights.
- 2.4. The members of the Committee shall hold office from the date of their appointment until resignation or omission from membership on subsequent consideration by the Board. The Board to review Committee membership on an annual basis at the start of the academic year.
- 2.5. The Committee will appoint a Chair.

- 2.6 The Committee may ask any other senior executive, member of staff or external professionals to attend meetings wither regularly or by invitation to provide information.

3. Meetings

- 3.1 The Committee will meet once per term (6 times per academic year) in advance of the Trust Board Meetings. More meetings may be called if necessary.
- 3.2 The quorum shall be 2 Trustees.
- 3.3 The administration of meetings will be managed by the Company Secretary/Clerk to the Trustees. Agenda and papers will be circulated to members of the Committee 7 days in advance of the meeting.
- 3.4 In addition to voting in person at a meeting Trustees are able to vote on matters via e-mail to the Company Secretary/Clerk to the Trustees (ahead of the meeting) or via video / telephone conferencing during the meeting.
- 3.5 If agreement cannot be reached on a specific issue at a meeting, the issue will go to the Trust Board meeting for a final decision.

4. Authority

- 4.1 The Committee will report to the Board on any decision taken in accordance with the Scheme of Delegation.
- 4.2 The Committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the Board.
- 4.3 The Committee is authorised to obtain any legal and professional advice it considers necessary, normally in consultation with the Chair of the Trust Board.

5. Main Duties

The main duties of the Resources Committee are as follows:

5.1 General

- Fulfil its responsibilities as set out in these Terms of Reference in line with the Trust's Funding Agreement, Articles of Association, Scheme of Delegation, Academy Trust Handbook, Academies Accounts Direction and the Trust's Financial Procedures

Manual.

5.2 Finance

- Ensure sound management of the Trust's finances and resources including proper planning, monitoring, probity and value for money.
- Ensure all expenditures and recruitment are properly authorised.
- Consider any recommendations from the Chief Executive Officer, Standards Committee and Local Governing Bodies where these may have implications for the agreed budget.
- Advise the Board on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks.

5.3 Audit

- Advise the Members and the Board on matters relating to the external auditor.
- Advise the Board on the need for and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of an internal auditor or other assurance provider.

5.4 Estates and Infrastructure

- Advise the Board on the Trust Estate and assets. Recommend future requirements, risks and development opportunities.
- Monitor and review all Trust Infrastructure with the aim of providing suitable learning environments, to include but not limited to IT, furniture, equipment and software.

5.5 Growth

- Recommend to the Trust Board the viability of new Academies, sponsorships and setting up of any free schools. This to include all due diligence and financial and risk assessments on any converting educational facility.
- Identify resources required for any growth and development opportunities, within the Trust's academies, additional academies, additional provisions and trading

opportunities and monitor risk management and due diligence.

5.6 Human Resources

- Consider any HR issues or opportunities, working with the Standards and Improvement Committee to establish investments needs and advising the Board of outcomes of decisions made.
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- Work with the Standards and Improvement Committee to ensure that the staffing structure for each Academy is appropriate to meet the needs of the Academy as set out in the School Development Plan.

6. Meeting Timetable - Example

	Meeting					
	Autumn		Spring		Summer	
	1	2	3	4	5	6
FINANCE						
Finance Reports:						
- Management Accounts	X	X	X	X	X	X
- Forecasts	X	X	X	X	X	X
Annual Financial Statements:						
- Review Progress	X					
- Approve		X				
Budget:						
- Planning / Preparation					X	
- Finalise / Sign Off						X
Ad Hoc:						
- Proposals / Reports	X	X	X	X	X	X
AUDIT						
Statutory Audit:						
- Review findings of external auditor			X			
Internal Audit:						
- Scoping work	X					
- Review findings						X
RISK						
Risk Management Systems	X					
Insurance	X					
Risk Register – Review / Update	X	X	X	X	X	X
OTHER						
Reports – As Required	X	X	X	X	X	X
Health & Safety		X		X		X