

Resource Management Committee (incorporating Audit) Terms of Reference

Membership: A minimum of three Members
Quorum: not less than three Members
Meetings of Sub-Committees will be held at least three times a year

INDIVIDUAL RESPONSIBILITIES	
Chair's Responsibilities:	Clerk's Responsibilities
To chair meetings	To convene meetings
To set agenda, with reference to the Sub-Committee's terms of reference, and including matters referred by the Trust and the UTC Principal	To send agendas to members at least seven clear days in advance (except when matters require urgent attention, as determined by the chair of the Sub-Committee).
To sign the minutes of the last meeting, when approved by the Sub-Committee	To draw up minutes of the meeting To keep on file signed copies of the minutes
The responsibilities of the Chair and the Clerk must not be carried out by the same person on any Sub-Committee.	

GENERAL RESPONSIBILITIES OF THE SUB-COMMITTEE
The role of the Committee is responsible to the full Governing Board for Finance, Premises, General Purposes, Performance Management, and Staffing issues, as well as PR for the college. Governors who deal with performance management need to have completed appropriate training.

RESOURCES SUB-COMMITTEE		
Staff employed by the trust may be members of a combined finance and audit committee but should not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions.		
MEMBERS	Type of Member / Non-Member	Voting Rights Yes or No
Principal	Member	Yes
Christopher Cooke	Member	Yes
Lee Kilgour	Member	Yes
Stephen Kelly	Member	Yes
Julie Macey-Hewitt	Member	Yes

Finance, Premises & General Purposes

- To ensure sound management of the college's financial situation by monitoring and evaluating the college's financial performance
- Establish regular reporting procedures and make recommendations, where necessary, to the Governing Board
- Ensure that the College Improvement Plan is fully costed and provides a sound basis for long term financial planning
- Give consideration to the initial budget and make recommendations to the Governing Board
- Receive the report of the UTC auditors and act upon any recommendations made therein
- To review and monitor audit outcomes
- Advise the Governing Board on the appointment, re-appointment, dismissal and remuneration of the external auditor
- Receive reports (annual reports, management letters etc.) from the external auditor and other bodies, for example the EFA and NAO (National Audit Office), and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information and action.
- Determine the college's Charging & Lettings Policies
- To approve the Investments Policy to manage, control and track financial exposure, and ensure value for money; to review the trust's investments and investment policy on a regular basis.
- Be responsible for determining the annual maintenance programme and regularly review the need for structural repairs and maintenance
- Consider requests to improve/replace furnishings within the college, be responsible for monitoring the fabric of the college premises and authorising work
- Be responsible for monitoring the security of the college premises as well as the performance of the cleaning, grounds maintenance and catering services
- Draft/agree any specifications for any building work to be undertaken by outside contractors
- Monitor the operation of the UTC's Health and Safety Policy Statement
- Make recommendations for updating the College Improvement Plan as it relates to management of the college premises
- To periodically review various policies relating to finance and audit, including the Risk Register
- Observe all statutory and contractual obligations
- To monitor issues related to premises and ICT
- To monitor and review health and safety issues
- Monitor and ensure the implementation of the Charging and Remissions Policy for non-National Curriculum college activities and review if necessary
- To monitor formal complaints to the college
- Monitor and review relevant aspects of the Equalities Policy

Performance Management

- There is a Performance Management policy linked to the Pay and CPD Policies
- The performance of the teachers is reviewed on a regular basis and teacher's objectives are recorded by 31st October each year
- The performance review of the Principal is carried out to an agreed schedule
- An accredited School Improvement Partner (adviser) is appointed to the college to advise the governors on the college's performance and achievements. This will include setting of objectives for the Principal and reviewing their performance.
- The School Improvement Partner (adviser), Principal and PM committee meet to review performance and identify achievements, particularly against any objectives set last time, and identify any future professional development training needs.
- A performance review statement is written which includes comments from the Principal

- The Principal's objectives are recorded by Dec 31st each year and
- A recommendation regarding the Principal's performance review is passed to the Governing Board
- Review the salaries and any discretionary allowances of the Principal, and other staff in line with the performance reviews and the College Pay Policy

Staffing

- To ensure that all legal requirements for appointment and employment of staff are in place. Procedures for recruitment of staff, their appointment, contractual obligations, pension arrangements, monitoring of performance and dismissal are clearly documented and adhered to in line with National and Local employment regulations and as approved by Trade Unions
- To monitor and periodically review the staffing structure (for teaching staff, support staff and the Senior Leadership Team) in relation to the School Development Plan and Budget
- To ensure that the central record of recruitment is maintained up to date with all information recorded for staff
- To contribute to the appointment of members of staff as follows:
 - Principal: Chair of Governing Board, Chairs of Committees, at least one Staff governor (and the Principal for a Deputy Principal appointment);
 - Head of Faculty (or equivalent): Chair of the Governing Board or Chair of the Committee (or their representative) and where possible the 'special interest' governor and a Local Authority Subject Specialist (if available);
 - Member of the Senior Leadership team: Two Governors, including where possible, one governor with a 'special interest' in the area of the appointment
 - This appointment to be ratified by the chairs of committees before confirmation with the appointee
 - Other appointments: One governor if possible especially if applications from internal candidates are being considered for either part-time or full time staffing posts
- To delegate to the Principal or School Business Manager the preparation of job descriptions, person specifications and the process of short-listing and interviewing of candidates for all appointments other than that of the Principal and jointly for Deputies
- To delegate to the Principal and School Business Manager the appointment of supply, part-time, and temporary posts
- To consider at all times, the safety and wellbeing of staff and students by application of safer recruitment procedures
- To monitor the effectiveness of each of the policies and procedures as summarised in the Policy Review List and review them in the required timescales
- The Chair to collect Exit Interview Forms and, by request, to conduct Exit Interviews with staff leaving the school and to analyse them so as to inform policy and practice on the recruitment, retention, development and welfare of staff
- To monitor the arrangements for in-service training to ensure that these help meet the development needs of the staff
- To review at least annually those aspects of the College Improvement Plan which relate to or which may have an impact upon the staffing of the school;
- To make any changes it thinks appropriate to those aspects of the Plan for which it has responsibility;
- To make recommendations to the other Committees about the staffing implications of those aspects of the Plan for which they are responsible
- To advise the Governing Board about the implications for the staffing of the college of any change or proposed change in finance, pastoral, curriculum, facilities and administrative arrangements in the college

- To appoint a subcommittee of three Governors (to be joined by a selected external advisor) for the annual Appraisal of the Principal's Performance management against targets set in the previous academic year. This group to also meet mid-year to review progress
- To undertake such other responsibilities and work as the Governing Board may from time to time ask of it

PR

- Ensure the profile of the college is highlighted through all available means to as wide an exposure as possible
- Maximise the potential for the broadcast of "good news" and other events
- Formulate a PR policy for adoption by the Governing Board
- Seek to build upon existing community links that the college has

Review

- The terms of reference will be reviewed annually, during the autumn term.
- The next scheduled review date is October 2021.

FINANCE: SCHEME OF DELEGATION TO THE PRINCIPAL

1. To approve any urgent/emergency expenditure not identified in the agreed budget plan to a limit of **£20,000 per quarter** in consultation with the Chair of the Finance Sub-Committee and to report said expenditure to the Sub-Committee
2. For any urgent/emergency expenditure **over £20,000** the UTC Principal must have prior approval from the Finance Sub-Committee.
3. For any urgent/emergency expenditure **over £40,000** the Scarborough UTC Principal must have prior approval from the full Trust Board.
4. To adjust the budget plan (process virements), across budget headings including the allocation of contingency funds, in line with the College Development Plan, subject to the following limits:
 - a) **Up to £20,000**
 - b) **Over £20,000 to £40,000** in consultation with Chair of Finance Sub-Committee
 - c) **Over £40,000** in consultation with full UTC Governing Board.

FINANCE: INTERNAL SCHEME OF DELEGATION

Orders for Goods, Works and Services

1. The following members of staff, in addition to the Principal, will be authorised to issue (sign) orders for goods, works and services as specified provided the procurement guidance has been followed and quotes have been obtained or tenders issued as required by the procurement policy. :-

Staff	Type of Order
Principal	All
Deputy Principal	All
School Business Manager	All
Senior Leadership members Middle Leaders Cost Centre holders	For goods that Curriculum Areas use, subject to there is sufficient provision within the Curriculum Area Cost Centre (Note: Varying financial limits can be set to aid control).

2. All orders over the value of £5,000 must also be signed by two senior authorising signatories (i.e. from the Principal, Deputy Principal).
3. All orders must be processed via the Finance Officer using the finance system and shall be responsible for the safe custody and proper use of official orders, maintaining a record of orders and attaching all orders to invoices when they have been paid.

Payments

4. The following members of staff, in addition to the Principal, are authorised to certify that goods have been received:-
 - a) Deputy Principal
 - b) School Business Manager
 - c) Subject Leaders
 - d) Finance Officer
 - e) Cost Centre holders
 - f) Administrative Staff
 - g) Site Manager
5. The following members of staff, in addition to the Principal, are able to authorise payments:-
 - a) Deputy Principal

Note: The authorising officer shall not be the person who ordered or received the goods.

6. The Finance Officer shall be responsible for ensuring that invoices, vouchers and other records are retained and stored in a secure way for 6 years in line with EFA Financial Regulations.

Adopted by the Governing Board of Scarborough UTC

Date of Review

