



## **Charlton Park Academy Resources Committee - Terms of Reference**

### **1. General Terms**

- To act on matters delegated by the Full Governing Body (FGB).
- To liaise and consult with other committees where necessary.
- To contribute to the Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### **2. Quorum**

Two persons entitled to vote upon the business to be transacted, each being a Governor, or a proxy of a Governor, shall constitute a quorum.

### **3. Meetings**

- The committee will meet at least once per term virtually and securely via Microsoft Teams, with the discretion to hold additional meetings, dependent on the circumstances of the school at any given time.
- The Committee meetings will not be open to the public. Information relating to a named person, or any other matter that the committee considers confidential, will not 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 Governance Professional, the committee shall record the meeting for him/her to transcribe.
- The draft minutes of each meeting will be circulated with the agenda for the next meeting of the committee and once agreed, a summary will be presented by the committee chair at the next scheduled FGB meeting.
- 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.

### **4. Financial Policy and Planning**

- To review, adopt and monitor guidance within the Academies Financial Handbook, which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, the Principal and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, in line with DfE expectations, ensuring that the school maintains a balanced budget.
- To draft and propose to the governing body for adoption an annual school budget.
- To make decisions in respect of service level agreements, as recommended by the Principal.
- To ensure that sufficient funds are set aside for pay increments, as recommended by the Principal.

## **5. Financial Monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive regular budget monitoring reports from the Principal.
- To alert the full governing body of any potential problems or significant anomalies at an early date.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school, as recommended by the Principal.
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.
- To recommend to the full governing body the appointment or reappointment of the auditors

## **6. Premises**

- To provide support and guidance for the governing body and the Principal 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 set out a proposed order of priorities for maintenance and development.
- To arrange professional surveys and emergency work as necessary.  
(The Principal is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Principal would normally be expected to consult the committee chair at the earliest opportunity).
- 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 review, adopt and monitor a Health and Safety Policy.
- To ensure that the governing body's responsibilities regarding Section 89 of the Environmental Protection Act 1990 are discharged, so far as is practicable.

## **7. Human Resources**

- To ensure that the school is staffed safely to ensure the effective operation of the school.
- To establish and oversee, as stated in the school's Appraisal Policy, the operation of the school's performance management procedures for the Principal and the SLT.
- To update and review the Pay Policy annually.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To review Human Resources policies, in line with legislation. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To ensure that safer recruitment practice and procedures are followed, reviewing these procedures as necessary.

- In consultation with staff, to oversee any process leading to staff reductions or redundancies.
- To approve the annual and longer-term salary budgets and other costs relating to personnel, as presented by the Principal and the Finance Director.

**Date reviewed by Co-Chairs of Governors:** May 2026  
**Next review Date:** May 2027