



Leigh Academies Trust

Terms of Reference: Resources Committee

1. Governance

- 1.1. The Committee shall be managed in accordance with the Articles of Association.
- 1.2. The establishment, Terms of Reference, Membership, and any Constitution, will be reviewed by the trustees annually.

2. Membership

- 2.1. The committee will have no more than 10 members, drawn from Academy Boards or co-opted by the committee.
- 2.2. The Chief Financial Officer, Estates Director, IT Director and People Director shall be ex-officio members.

3. Meetings

- 3.1. The Committee shall meet at least 3 times per academic year, in advance of main Trust Board meetings, with additional meetings as required.
- 3.2. The Chief Executive (CEO) and Chief Financial Officer (CFO) will attend all meetings.

4. Quorum

The quorum for meetings of the Committee is 3 external governors. Non-Executive Trust Directors present at the meeting will also count in determining whether a quorum exists.

5. Responsibilities

- 5.1. The Committee will oversee the Trust's finances, facilities, IT and human resources on behalf of the Trust board.
- 5.2. The Committee will assist each academy to achieve the standards proposed by its academies board and supported by the Standards Committee.
- 5.3. The Committee will:
 - 5.3.1. Agree an annual budget reflecting priorities in Academy Performance Agreements (APA) for approval by the Trust Board;
 - 5.3.2. Keep under review the Scheme of Delegation in financial matters including the level of delegation to the CFO/Principals for the day-to-day financial management of each Academy and make recommendations for change to the Trust Board;
 - 5.3.3. Monitor the Trust budget and any other
 - 5.3.4. Monitor budgets relating to Community Interest Companies (CIC) owned by the Trust.
 - 5.3.5. Approve any revisions to the budget plan;
 - 5.3.5. Consider and make recommendations to the Trust Board on the use of strategic capital funds to support building maintenance and repair;
 - 5.3.6. Consider and make recommendations to the Trust Board on the use of funds to support the renewal of IT

hardware and infrastructure;

- 5.3.7. Consider and report to the Trust Board contracts or service agreements submitted in accordance with the Scheme of Delegation including details of the evaluation of competitive tenders;
- 5.3.8. Ensure appropriate human resources policies and procedures are adopted and reviewed consistently across the Trust;
- 5.3.9. Periodically review the Trust's pay policy to take account of local and national developments and make appropriate recommendations to the Trust Board;
- 5.3.10. The Committee will take appropriate action on any other relevant matter referred to it by the Trust Board.
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