

Terms of Reference

Somerset Road Education Trust – Resources Committee

Approved at 2018/19 SRET#1, 26 September 2018 and to be reviewed annually.

Contents

Overall Objective	1
Membership.....	1
Meetings.....	2
Terms of Reference.....	2
Finance	2
Human Resources	3
Premises.....	3
Appendix 1	4
Financial Budget Delegation Variance Limits	4
Appendix 2 - KPIs for each month	5
Financial	5
Human Resources	5
Premises.....	5

Overall Objective

The core purpose of the Resources Committee (RC) is to support the SRET Board in monitoring and reporting the use of resources to deliver the requirements placed on Somerset Road Education Trust (SRET) by the government as detailed in Governance handbook for multi-academy trusts issued by The Department for Education.

Membership

The Committee shall consist of:

- At least three Trustees who are not employees of SRET. This group to be a majority.
- SRET Executive Principal [EP]
- SRET Business Manager

The RC may invite or co-opt Associate Members where appropriate.

The Chair of the RC may not be an employee of SRET and should be elected annually by the SRET Board. The RC has a quorum when three members of SRET board are present. The members of the SRET Board who are members of the RC should, between them, have an understanding of: Finance, Human Resources and Premises

Meetings

The RC will meet when required. However, meetings shall be held at least three times a year and, where appropriate, will coincide with key dates in the SRET's financial reporting and budget cycle.

The Head of Internal Audit/SRET Business Manager or the Chair of the SRET Board, may request a meeting of the RC if they consider that one is necessary.

The Chair and SRET Executive Clerk shall have responsibility for circulating an agenda plus papers for each meeting at least a week before the RC meeting and the SRET Executive Clerk for taking minutes at each meeting. The draft minutes will be prepared in sufficient time for its inclusion on the Agenda and Supporting Papers of the following SRET Board within their timelines, in order to meet statutory requirements, to provide information to the SRET Board and to seek ratification of decision. Any member of the SRET Board may request that an item be placed on the agenda, subject to prior discussion with the RC Chair.

Terms of Reference

The RC is responsible for providing reports on progress against the budget and development plans and make recommendations to the SRET Board on all matters relating to:

- Finance
- Human Resources
- Premises

In particular, the RC's duties include the following:

Finance

- Review for each month the Management Accounts of SRET against the approved budget, reporting areas of concern and action required with reference to the financial budget delegation variance limits set out in Appendix 1.
- In conjunction with the EP and SRET Business Manager, prepare the annual and longer term (3 year) budget statements for SRET including all schools within SRET for consideration and approval by the SRET Board
- Monitor that the administration and reporting of SRET is constantly fulfilling the requirements of the DfE Academies Financial Handbook
- Ensure the completion of returns to the ESFA
- To agree financial policy statements as required;
- To consider proposals to generate additional revenue for the school;

- To review the use of government grants including Pupil Premium
- Monitor Finance KPIs in Appendix 2

Human Resources

- To apply the provisions of and keep under review, the SRET Pay Policy and performance management provisions, including observing all statutory and contractual obligations relating to the annual review of teaching staff salaries and regular review of support staff salaries.
- To determine issues referred to the RC regarding staff grievance or discipline issues, other than those covered by statutory committees;
- To recruit and appoint to teaching and support staff vacancies when applicable; □ To approve and adopt appropriate HR policies and procedures;
- To apply the provisions of and keep under review the Committee's equality objectives
- Monitor Human Resources KPIs in Appendix 2

Premises

- To consider the repair and maintenance needs of SRET sites and buildings and to monitor and review the short, medium and long term programmes of planned maintenance of the sites and buildings through the Premises Development Plan; □ Review and monitor implementation of Accessibility Plan.
- To monitor service contracts and other arrangements entered into relating to all premises within SRET in terms of effectiveness and value for money. This includes the appointment of architects, surveyors and builders;
- Ensure a valid process exists for emergency work as necessary and monitor the need for emergency works.
- To consider reports from the CEO\EP or their nominated representative on premises related issues and act on such reports within the powers delegated to the Committee;
- To contribute, in conjunction with the CEO\EP, to bids for external funding for capital expenditure projects (or others) as appropriate;
- To be responsible for Health and Safety issues at the schools, including oversight of regular termly Health and Safety and annual risk assessment checks for each school within SRET;
- To monitor the use of the school premises and site by outside users for non-school activities within the policy of SRET on such use of the premises;
- To review annually the charges for out-of-hours use as part of the annual review of the SRET Letting Policy;
- Monitor Premises KPIs in Appendix 2

Appendix 1

Financial Budget Delegation Variance Limits

Orders or expenditure not previously identified in the budget plan up to a limit of £25,000 for a single item may be placed or committed by the CEO\EP and reported in the monthly management accounts review submitted to the SRET Board.

The CEO\EP is delegated the power to authorise orders and meet the expenditure for all works previously agreed by the SRET budget;

For an individual school where total expenditure or total income variances against year to date budget are greater than 1% should be explained to the SRET Board.

The Chair of the RC is delegated power to act on behalf of the RC where it is impracticable for the whole RC to meet, subject to such action being reported to the next meeting of the RC or the SRET Board meeting, whichever is sooner.

Appendix 2 - KPIs for each month

Financial

For Each School

- Staff pay as percentage of total expenditure
- Average teacher cost
- Leadership team cost as percentage of total expenditure
- No. Pupils on roll
- Total non-pay expenditure / No. Pupils on roll

Human Resources

For Each School:

- Headcount - the number of people employed at the end of the month (ie on pay day)
- FTE - the full time equivalent, of the above number as at the end of the month
- New starters - numbers of people who joined in the month
- Leavers - number of people who left in the month
- Staff turnover - number of people who have left in the last 12 months as a percentage of those employed
- Voluntary turnover - those people who have left - this may be a really low number, but we should know, watch and then determine if we want this data
- Voluntary turnover less than one year of service - a key matrix if you have high turnover/ call centre type staff (These numbers will demonstrate if they are beneficial - they are a measure of good recruitment, induction etc., and of course the lost/ wasted cost of training)
- Sickness – no. days lost
- Sickness - cost of lost days
- Mandatory training - days trained/ days lost to training
- Average length of service - total years worked with the trust divided by the FTE
- Average salary cost of staff

Premises

Sites

- Health & Safety incidents by site (school)
- Near miss Health & Safety incidents by site (school)
- Emergency work expenditure by site (school)

Information and Technology

- Amount of interruptions to the daily work
- No. calls for user support
- No. service failures
- No. System down

- No. Network failures

- Size of system(s) under control
- No. sites covered by support
- No. Users by site
- No. Emails received, stored, sent
- Size of Data under control
- Amount of failures
 - No. Hardware faults on servers
 - No. Printer failures
 - No. Hardware failures on user equipment