



Alpha Trust Resources Committee

Terms of Reference

General Terms:

- To act on matters delegated by the Board of Trustees.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions

Membership:

- Six including the CEO. Chair and Vice Chair to be appointed at the first meeting of the committee at the start of the academic year.

Quorum:

- Three trustees excluding the CEO.

Meetings:

- As required in consultation with the CEO but at least once a term.
- Committee meetings are not open to members of the public but minutes shall be made available to view on request and depending upon GDPR requirements. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the Chair and Vice Chair, committee members present will choose one of their number to act as chair for the meeting, excluding the CEO.
- Any decisions taken will be determined by a majority of votes of committee members present and voting. However, no vote can be taken unless quorate.

Clerking:

- CEO's PA.
- In the absence of the clerk, the committee will choose a clerk for that meeting from amongst their number, excluding the CEO.

Reporting Back to the Trust Board:

- The draft minutes of each committee meeting will be circulated with the agenda for the next board meeting and will be presented by the committee Chair, or in their absence, by the Vice Chair or acting chair or another member of the committee.

Specific Responsibilities:

Financial Policy and Planning

- To monitor and maintain a three year financial plan, taking into account the needs of the trust and its schools development plans, roll projections, and signals from central government and the headteachers board regarding future years' budgets, within the constraints of available information.
- To recommend to the trust board for adoption an annual trust budget taking into account the priorities of the trusts development plans.
- To recommend to the trust board the annual audited accounts.



- To recommend expenditure on any single project, or item of equipment (with the exception of the expenditure of grants for a specific purpose and staff costs) in excess of £50,000 to the trust board.

Financial Monitoring

- To monitor the management accounts indicating the income and expenditure throughout the year of all trust funds against the annual budget plan.
- To receive monthly budget monitoring reports from the CFO.
- To report back to each meeting of the trust board and to alert them to potential problems or significant anomalies at an early date.
- To monitor compliance with the Academies Financial Handbook.

HR

- To monitor the minutes of school HR meetings and consider the staffing structures of each school and to make recommendations to the trust board on any major changes.
- To monitor and recommend approval to the trust board of any policy relating to human resource matters.
- To receive reports from the trust pay committee and recommend approval to the trust board.

The terms of reference will be reviewed annually at the first meeting of the school year.

November 2018