



The Resource Audit and Premises Committee is responsible for the strategic oversight of all matters related to the staff, financial management, health and safety, premises, and facilities, including related policies within the school.

Areas of responsibility

- To maintain, review and ratify the relevant statutory and school policies, adopting Board approved central policies.
- To be responsible for ensuring health and safety policies and procedures are adhered to, with reference to the risk register, and make recommendations.
- To scrutinise and recommend the annual forecast for expenditure to the Board of Directors.
- To monitor the financial management and hold the Headteacher to account for controlling school expenditure
- To consider the staff structure in school and ensure recruitment is completed correctly.
- To consider the school improvement plan, specifically its links to the annual budget
- To be responsible for ensuring the school finance regulations and procedures are adhered to, including returns for external auditors, and the school's financial scheme of delegation is adhered to
- To be responsible for ensuring the school staff policies and procedures are adhered to, including grievance, conduct, performance management and pay policy
- To consider and recommend the submission of bids for school improvement and maintenance
- To consider expenditure requests from other committees

Delegation

- The full governing body delegates responsibility to the Resource, Audit & Premises Committee for:
- Ratifying and reviewing policies
- Approving school expenditure on staffing, recruitment, resources, and premises, on the recommendation of the Headteacher, and other committees to the limits of FSOD.
- Approving the risk register and required reporting under Health and Safety legislation
- Approving in year reports on financial, premises and staff related matters
- Approving staff requests for leave when necessary as recommended by the Headteacher
- Recommending annual and 3 year forecast to the Board

Review and provide a report to the LGB on:

- Management accounts in year
- Annual & 3 year forecast
- Annual Accounts
- Health & Safety, including Risk Register and assessments
- Staff attendance, turnover, recruitment, performance management, sickness & absence

Constitution and Membership

The Chair of the committee shall be determined at the first meeting of the Autumn term.

- 5 Governors (minimum 3 Foundation)
- Headteacher
- Deputy Headteacher

The MAC Chief Financial Officer and Head of HR may be required to attend meetings to provide details and reports. The committee may request attendance from any staff member to support understanding and presentation of information when required. Invited attendees are not entitled to vote and do not count towards quorum.

Organisation

- Agendas and papers should be provided 7 days prior to the scheduled meeting
- Members are expected to have read the papers in advance of the meeting
- Apologies should be provided in advance to the chair and clerk
- Members will complete action within agreed timescales or inform the chair if they are unable to do so
- Meetings will be held termly, prior to the full LGB meeting and agreed before the academic year starts

Annual schedule of reporting, monitoring and review

Policies

Term 1	Health & Safety Policy
	Pay Policy
	CCTV Policy
Term 2	Premises Management Documents
	Sickness and Absence Policy
Term 3	First Aid, Reported Incidents

Staff

Term1	Staff Sickness and Absence, Conduct & Performance Management
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Term 2 Staffing for the following academic year, Staff Sickness & Absence

Term 3 Staff Sickness & Absence, Staff

Budget and accounts

Term 1 Review previous years annual expenditure and current forecast

Term 2 Monitor management accounts and support BFRO reforecasting

Term 3 Monitor management accounts and scrutinise forecast for following year

Health and Safety

Term 1 Review annual report on incidents and premises condition

Term 2 Review Risk Register

Term 3 Review Business Continuity Plan for following year

Bids/Premises

Term 1 Recommend areas of expenditure

Term 2 Consider potential bids for works

Term 3 Ensure funding from bids and allowances have been accounted for