Holy Cross Catholic MAC

(The 'Company')

TERMS OF REFERENCE

Resources Committee

Responsible for Policy	Marina Kelly
Committee/Board Approval Date	September 2026
Date of Policy Review	September 2027

Document Control:

Version History

Version	Status	Date	Author	Department	Summary of Changes
1.0	**Draft**	June 2019	J Parry	HCCMAC, Central Team	Draft document for Board Approval
1.1	**Approved**	5 Sept 2019		MAC Board	Approved by MAC Board of Directors
2.0	**Approved**	2 Sept 2020	J Parry	HCCMAC, Central Team	Amended terms of Reference approved by MAC Board.
2.1	**Approved**	1 Sept 2021		HCCMAC, Central Team	Approved by MAC Board.
2.2	**Approved**	19 October 2022		HCCMAC, Central Team	Approved by MAC Board
3.0	**Approved**	5 Dec 2023	J Parry	HCCMAC, Central Team	Amended to include ToR of Estates sub-committee from Sept 2023 Presented to MAC Board 20 December 2023
4.0	**Approved**	11.9.2024	J Parry	HCCMAC, Central Team	Draft presented to MAC Board for approval
5.0	**Approved**	Sept 2025	J Parry	HCCMAC, Central Team	Annual review of Resources Cttee Terms of Reference
6.0		Sept 2026		HCCMAC, Central Team	Annual review of Resources Cttee Terms of Reference

Terms of reference – Resources Committee

(Amended to include the work of the Estates Sub-Committee from September 2023)

1. Introduction

The board of directors (Directors) of Holy Cross Catholic Multi Academy Company (the Company Board) has established a committee of the Company Board to be known as the Resources Committee.

The Committee is authorised to:

- Carry out any activity authorised by the MAC Board;
- Investigate any activity within its terms of reference or specifically delegated to it by the Board; and
- Seek any appropriate information that it requires from any officer within the Company and all officers shall be directed to co-operate with any request made.
- Request staff attend a meeting of the committee to present information or to answer questions on a matter under discussion.
- Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of the Board. However, the Committee may not incur expenditure without the prior approval of the Board of Directors
- Establish time-limited task groups where appropriate.

2. Resource Committee Responsibilities

The Resources Committee will exercise responsibility for and oversight of:

2.1 Finance

The overall **Finances** of Holy Cross Catholic MAC, including:

- The annual budget (for recommendation to the Board of Directors) and monitoring of that budget
- Governors Fund (if any)
- Charging policy; income generation policy; lettings policy
- Financial procedures (including compliance with the DfE Guidance); delegation of spending authority and virement policies
- Policy and decisions regarding contracts and service level agreements
- Insurance arrangements
- Governors' expenses policy
- The preparation of the annual report and accounts (for presentation to Directors)
- Policy and procedures in respect of internal financial controls and internal audit functions
- Compliance with statutory and other required procedures.

- Oversight of risk assessment policy.

2.2 Personnel

The **Personnel** of Holy Cross Catholic MAC including:

- Staff recruitment procedures
- Staff appointments procedures
- Equal opportunities
- Performance management arrangements
- Employment contractual matters
- Pay policy
- Staff well-being and retention strategies.

2.3 Estates

The **Estate** of Holy Cross Catholic MAC including:

- Continuing review of all of the estate and premises of the MAC,
- Engaging relevant external experts to advise where it determines that it is necessary to do so
- Monitoring the condition of premises and take into account all necessary Health & Safety considerations (including the need to facilitate adequate safeguarding).

2.4 Health and Safety

- To review, adopt and monitor the implementation of a Health and Safety policy framework for the MAC.
- To monitor compliance with statutory testing and Health and Safety Requirements/reporting (including tree condition).
- To review reports from Local Governing Body Health and Safety Working Groups to consider matters relevant to the estate and premises including health and safety.
- Oversee arrangements, including health and safety, for the use of the premises by outside users.
- To establish and keep under review accessibility plan and travel plan.

2.5 Premises

- To consider and deal with all matters relating to the maintenance and development of the premises and grounds of the MAC.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues and reviewed.
- To arrange professional surveys and emergency or otherwise urgent work as the Sub-Committee may determine reasonably necessary.

- To ensure that there are adequate Accessibility, Transport and Capital Development Plans in place and to keep them under review.
- Review and recommend to the Board school's draft capital spending plans. Determine school estate priorities and agree the allocation of centrally held Capital funding.
- Make recommendations regarding school's capital-related expenditure.
- In consultation with the Catholic Senior Executive Leader and Chief Finance and Operating Officer, oversee premises-related internal and external funding bids
- Oversee any major building developments.
- Oversee arrangements for repairs and maintenance.

3 Membership and Administration

3.1 Membership

- The Committee will consist of at least two Directors of the Board together with the Chief Executive Officer (CEO). Additionally, another co-opted may also be appointed. Any Director may attend and vote at Committee meetings.
- No vote on any matter shall be taken at a meeting of the Committee unless the majority of the Committee members present are Directors.
- The Committee will be quorate if (i) three members are present (at least one of which must be a Director or (ii) two Directors are present. No resolution may be passed by the Committee unless at least two Directors are present in the relevant meeting.
- The Chair of the Committee shall be appointed by Directors.
- Each school year the Committee shall, at their first meeting in the year, elect a Vice-Chair from among their number.
- Agendas will be agreed in advance by the Chair of the Committee (based on, but not limited to, a pre-agreed annual schedule of activity; provided that any member may request that a matter is included in the agenda.

3.2 Proceedings of Committee Meetings

- This Committee reports directly to the MAC Board of Directors which receives minutes, reports and recommendations from the Committee.
- All members have equal voting rights.
- In the event of an equal division of votes, the Chair shall have a casting vote.
- However, no vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors.

- The Committee shall be responsible for the setting up of any sub-committee to hear any matters in connection with staff disciplinary, capability, redundancy, absence or grievance matters. (See also the policies and procedures adopted by the directors, namely: Redundancy Procedures; Grievance and Discipline Procedures; Managing Staff Sickness Absence; Capability Procedures).
- The Committee shall meet at least four times a year but may meet more frequently as required.
- Administrative support will be provided by the Company Clerk.
- The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Company.