

SAND Academies Trust



Terms of Reference: Resources Committee

Objective / Responsibility

The committee's responsibility is to oversee and evaluate the HR/Staffing processes and Property maintenance and development throughout SAND Academies Trust.

The committee, which is accountable to the trust board, shall make whatever recommendations to the trust board that it deems appropriate within the context of its terms of reference.

Membership

The committee will consist of at least three members of the trust board to include the CEO of the Academy Trust assuming the CEO is also a trustee. Committee membership will also include Facilities Manager for the Trust and the HR Lead where appropriate.

The committee will be chaired by a trustee who has been appointed from within the committee membership.

Any meeting of the committee will be quorate as long as at least 3 committee members are present.

Voting

Voting is by a majority and the chair of the committee will have a casting vote in the event of a tie.

Meetings

The committee will meet six times per academic year or more often if required.

Meeting administration

The clerk to SAND Academies Trust will administer all meetings for the committee under direction from the trust board and the committee chair.

Terms of Reference

The committee will:

- Review HR policies and identify any inconsistencies throughout SAND Academies Trust
- Report to the Trust Board on any HR issues
- Make recommendations to the Trust board on capital projects
- Review annual budgets for property maintenance and operations and minor refurbishments or replacement of equipment making any recommendations to the Finance committee

- Monitor expenditure on annual and capital budgets and provide information to the Finance committee
- Approve consultants for property used by SAND Academies Trust and see that an approved list is developed
- Review the committee's membership on an annual basis to ensure that it has appropriate skills and relevant experience

Approved by SAND Academies Trust board on:	15 th October 2020
Next Review date:	October 2021