



**St John Evangelist Catholic Primary School
RESOURCES, STAFFING AND HEALTH AND SAFETY COMMITTEE
CONSTITUTION AND TERMS OF REFERENCE**

Mission Statement: To love, to learn with God in our hearts

TOR revised: September 2020 Review Date: September 2021

CONSTITUTION AND TERMS OF REFERENCE

1. MEMBERS

The Resources Committee (RC) shall have no fewer than 5 members, one of whom shall be the Chair of Governors and one the Headteacher. At least one member should where feasible be a Foundation Governor and one be a Parent Governor. The Governing Board will review and appoint the membership of the Committee at its first meeting of the autumn term.

2. CHAIR

The Chair shall be appointed annually by the Committee at its first meeting of the autumn term. The Chair is responsible for making reports to the Governing Board of important matters discussed at the meeting of the Committee at the next full Governing Board meeting after a Committee meeting, or, if the Chair is absent, of appointing another member of the Committee to do so. The Chair is responsible for sending a reminder to the Committee with a request for agenda items at least 7 days in advance of the meeting. The Chair will send an agenda, minutes of the previous meeting and supporting papers to the Committee at least 48 hours before the meeting.

3. QUORUM

The Quorum for each meeting shall be 3 members. No meeting shall be quorate unless at least two members attending are Governors who are not the Headteacher or any member of staff.

4. VOTING

The RC must try to achieve a consensus of opinion and avoid voting. In the event of a vote which is tied, the Chair has a second and casting vote.

N.B.:-

- The RC has powers of decision only where the Governing Board specifically delegates this to the Committee. Apart from this, it has the power to (a) monitor and (b) make recommendations to the Governing Board.
- Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the Governing Board.

5. AGENDA

The following may ask for an item to be included on the Agenda: the Governing Board, any other Committee, and any member of the Resources Committee.

6. CLERK

The RC is responsible for appointing the Clerk to the Committee who shall take minutes of each meeting. The Clerk shall be appointed at the first meeting of the Committee after the beginning of the School Year, and will unless otherwise agreed be one of the Governors. Minutes must be given by the Clerk to the Committee to the Clerk to the Governing Board in time for them to be sent out with the agenda of the first full governing Board meeting held after the minutes have been approved.

7. FREQUENCY OF MEETINGS

The RC shall normally meet twice a term. The dates of meetings will be decided prior to the relevant School Year. The Chair is responsible for sending a reminder to the Committee with a request for agenda items at least 7 days in advance of the meeting. The Chair will send an agenda, minutes of the previous meeting and supporting papers

to the Committee at least 48 hours before the meeting. Where possible papers relating to an item on the agenda must be sent to members of the Committee in advance.

8. CONFLICTS OF INTEREST

Each member of the Committee is responsible for declaring any conflict of interest which they may have in relation to any matter on the Agenda for the meeting before that agenda item is discussed. It will be a matter for the Committee then to decide whether a member should be excluded from the relevant agenda item or whether they should continue to attend and not be allowed to vote.

9. CONFIDENTIALITY

Unless otherwise specified, all matters discussed at a meeting of the RC are confidential. No information given at the meeting must be disclosed to any other party unless this is specifically agreed.

10. INFORMATION

Subject to its giving reasonable notice, the RC may request the Headteacher to provide information relating to the RC's functions.

11. THE GENERAL REMIT OF THE COMMITTEE

The Committee operates in the areas of (a) Finance (b) Personnel and (c) Premises. In relation to these areas, the RC is responsible for:-

- establishing a list of policies relating to its areas of responsibilities, showing those which already exist and those which need to be drafted;
- agreeing a programme for drafting and reviewing those policies for submission to the Governing Board;
- agreeing what precedents or other documents should be used in drafting the policies;
- agreeing the process necessary to draft the policies and monitoring and reviewing the policies;
- monitoring and reviewing the budget;
- monitoring and addressing staffing issues and welfare;
- monitoring and addressing Health and Safety issues;
- advising the Headteacher and the Governing Board on matters for inclusion within the Learning Improvement Plan and within the Committee's remit, and monitoring the fulfilment of the Plan.

12. SPECIFIC TERMS OF REFERENCE AND FUNCTIONS

Subject to the decision of the Governing Board from time to time, the following are the specific functions of the Committee in addition to those within its general remit:-

A Finance

- (a) To provide guidance and assistance to the Headteacher and the Governing Board in preparing an Annual Budget, and to review such Budget before decision by the Governing Board. The Committee is responsible for ensuring that School Development Plan priorities and other priorities decided by the Governing Board are reflected in the Budget.
- (b) To review at each of its meetings an up-to-date Budget Monitoring Report, to report to the Governing Board on important matters arising from such review, and to vire funds, if necessary within limits set from time to time by the Governing Board.
- (c) To recommend to the Governing Board and review annually Financial Regulations governing the rules, procedures and authorities relating to financial issues and to monitor the fulfilment of those Regulations.
- (d) To ensure compliance by the School with all financial laws and procedures laid down by the Government in relation to the financial management of schools.
- (e) To ensure the audit of non-public funds for presentation and review by the Committee and the Governing Board, and to receive, review and respond to periodic audit reports of public funds.

B Personnel

- (a) To provide guidance and assistance to the Headteacher and the Governing Board in the staffing structure for the school, and in the appointment of staff. To receive termly reports from the Headteacher in that respect.
- (b) To monitor the compliance of the School with employment legislation and guidelines laid down in relation to Schools in that respect.
- (c) To advise on matters relating to induction and training of both staff and Governors.

C Premises

- (a) To receive regular reports on the state of the school premises and work being carried out and proposed to be carried out.
- (b) To monitor the effectiveness and efficiency of the use of the site, and to make recommendations for improvements in that respect.
- (c) To monitor the effectiveness of the School's Health and Safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Board.

D. Miscellaneous Related Items

- (a) Monitoring changes in the law on the Constitution of Governing Bodies reviewing the Instrument of Government from time to time to ensure that it meets the needs of the School and the requirements of legislation, the LEA and the Diocese of Westminster: making recommendations to the Governing Board as regards any changes.
- (b) Considering any requirements for Governors' Liability Insurance and making recommendations to the Governing Board in that respect.