

RESOURCE COMMITTEE:

Responsible for: Finance; Personnel; Premises; Health and Safety

Membership (as at October 2021)

- Caroline Modest (Foundation Governor) – Associate Member pending appointment by Diocese
- Patrick Devereux (Headteacher)
- Jo Faulkner (Foundation Governor)
- Laurell Hector (Foundation Governor) – Associate pending Re-appointment by Diocese
- Father Keith Stoakes (Foundation)
- Katie Turner (Associate Member)
- Sheila McCabe (Associate Member)
- Mark Hale (Staff Governor)
- James Cameron (Co-opted Governor)
- Jyotsna Nelgadde (Co-opted Governor)

The Resource Committee will consist of 8 Governors and may include School Business Manager as a non-voting committee member or adviser.

Quorum

Four governors including the Headteacher and a governor who is not an employee of the school.

Meetings

At least one meeting to be held each term. Extra meetings to be held as required.

Terms of reference: Finance

- To provide guidance to the governing body and the head on all matters relating to finance;
- To consider the financial implications of the school development/improvement plan and any other associated management plans, including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required;
- To approve the school's annual budget statement in conjunction with the Head prior to the submission of the budget plan to the Council
- To monitor expenditure and income at each meeting;
- To agree financial policy statements as required, including any statements required for the Governors' Annual Report to Parents;
- To agree the level of day to day financial management of the head and other staff, including approval of a list of certifying officers for submission to the Council as and when required;
- To arrange the auditing of funds other than the school's delegated budget;
- To determine any other matters referred to the Committee by the Governing Body or other Committee, as appropriate;
- To report to the governing body each term any action taken within the powers delegated to the committee;
- Finance meetings will be clerked through an SLA agreement with the Local Authority;

- Agendas for each meeting will be drawn up by the Chair in conjunction with the School Business Manager and the Headteacher.

Delegation: Finance

- Approval of the annual budget.
- Regularly monitor the actual income and expenditure against each budget and revised forecast for the year;
- Ensure the annual financial statements are produced in accordance with the requirements;
- Approve virements by the Headteacher up to £5,000;
- Orders or other expenditure in excess of £5,000 (the financial limit imposed upon the Head), but up to £10,000 will be approved by the Committee but orders or expenditure exceeding this limit will be referred to the governing body for approval;
- Review audit reports;
- Monitor voluntary termly contributions for the Governors' fund;
- Agree the amount and frequency of repayments of the school's loan to the Diocese;
- Apply for LCVAP funding for agreed projects;
- Recommend how the school uses its devolved capital formula;
- Chair to monitor school fund.

Terms of reference: Personnel

- To provide guidance to the governing body and the Head on all matters relating to personnel issues;
- To consider the personnel implications of the school development/improvement plan and any other associated management plan, including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required;
- To determine issues referred to the committee regarding staff grievance or discipline issues, other than those covered by specifically established committees or sub-committees;
- To consider appeals made by any member of staff, against whom an initial dismissal decision has been made, in accordance with the delegations below;
- To recruit and appoint to staff vacancies when applicable, in accordance with the delegations below;
- To keep the staff structure under review annually in response to the changing needs of the school and make recommendations to the governing body for amendments as necessary;
- To ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age or disability.
- To ensure that training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards;
- To ensure that the school has effective systems of mentoring and inducting new members of staff and governors;
- To promote the health and welfare of staff;

- To determine any other matters referred to the Committee by the governing body or other Committee, as appropriate;
- To report to the governing body each term any action taken within the powers delegated to the Committee.

Delegation: Personnel

- Will oversee the process of recruitment and appointment of all members of staff except the Headteacher, Deputy Headteachers and Assistant Headteachers which will remain the responsibility of the Full Governing Body in consultation with the Diocese of Westminster;
- Will, on the recommendation of the Headteacher, be responsible for agreeing any internal promotions or changes in the appointment of existing staff.
- Will endeavour to ensure that at least one Governor is available to approve senior appointments.
- Will ensure that all members of staff receive a Contract of Employment and Statement of Written Particulars as required under current Employment Law. This may be issued by the Committee or by a service-provider on behalf of the Governing Body.
- Will be responsible for agreeing any variation to any member of staff's existing contract or conditions of employment
- The Head will be responsible for determining all initial staff dismissal decisions (other than that of the Head), in accordance with the provisions of the School Staffing (England) Regulations 2003 and any guidance issued in the Council's Personnel Handbook;

Terms of reference: Premises

Terms of reference

- To provide guidance to the governing body and the Head on all matters relating to the premises;
- To consider any premises related implications of the school development/improvement plan and any other associated management plans, including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required;
- To consider the repair and maintenance needs of the school building, and to monitor and review the short, medium and long term programmes of planned maintenance of premises related work at the school;
- To contribute, in conjunction with the Head, to bids for external funding from either the Council or the DfES, for capital expenditure projects as appropriate;
- To monitor the use of, and expenditure against, devolved formula capital allocations made to the school;
- To be responsible for Health and Safety issues at the school, including regular termly Health and Safety and annual risk assessment checks;
- To consider reports from the Headteacher or the Premises Manager, as appropriate, on premises related issues and act on such reports within the powers delegated to the Committee;
- To monitor insurance cover for the school premises;
- To determine the use of the school premises and site by outside users for non-school activities within the policy established by the governing body on such use of the premises;

- To monitor service contracts, or other arrangements entered into with the Council or other external organisations, in terms of effectiveness and value for money;
- To determine any other matters referred to the Committee by the Governing Body or other committee as appropriate;
- To report to the governing body each term on action taken within the powers delegated to the Committee.

Delegation: Premises

- The Head to be responsible for carrying out an annual check of the inventory and referring any items to be written off to the Committee (or the Chair of the Committee) for approval;
- The Premises Manager to be responsible for carrying out the termly Health and Safety check and reporting the outcome, via the Head, to the Committee;
- The Head and the Senior Leadership Team to be responsible with the Premises Health and Safety Governor for carrying out and reviewing the annual risk assessment and reporting the outcome to the Committee.

Health and Welfare

The Committee:

- Will monitor the implementation of the Schools' Health and Safety Policy and will provide reports, as necessary to the Full Governing Body;
- Will oversee measures to ensure that school buildings, equipment and materials are safe and no risk to health and will provide reports, as necessary, to the Full Governing Body;
- Will produce and regularly update written assessments of risk in the school and will draw up and review risk control measures for approval by the Full Governing Body;
- Will work closely with the Headteacher who is responsible for safeguarding the health, safety and welfare of pupils and with the Premises Manager and the school's appointed Health and Safety representatives

Covid Catch Up Fund

TEACHING, LEARNING & STANDARDS COMMITTEE

Membership (as at November 2021)

- Sr. Christine Frost (LA Governor)
- Alex Everden (Associate Member)
- Patrick Devereux (Headteacher)
- Carol Doherty (Foundation Governor)
- Jo Faulkner (Foundation Governor)
- Laurell Hector (Foundation Governor)
- Ashley Hill (Parent Governor)
- James Cameron (Co-opted) Chair
- Katie Turner (Associate Member)
- Lorraine Adams (Associate Member pending appointment by Diocese)

The Standards Committee will consist of 8 Members

Quorum

Four governors including the Headteacher and a governor who is not an employee of the school.

Meetings

At least one meeting to be held each term. Extra meetings to be held as required.

Terms of reference

- To oversee the strategic framework, established by the governing body, within which the Headteacher and staff run the school and to focus on standards and school improvement;
- To provide guidance to the governing body, in consultation with the Headteacher, on all matters relating to the curriculum, including special educational needs and the pastoral curriculum provision for pupils;
- To ensure religious education is taught in accordance with the requirements of the Bishops' conference;
- To consider the curriculum implications of the school development/improvement plan and any other associated management plans, including OFSTED action plans, and to report to the governing body or other committee, as appropriate, on these implications as required;
- To monitor the implementation of curriculum policies including the National Curriculum;
- To monitor assessment and testing arrangements including arrangements for reporting the progress of pupils to their parents;
- To ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards;
- To receive reports from the Head and, as appropriate, the SENCO on the provision made for pupils with special educational needs;
- To monitor the effectiveness of policies on behaviour and discipline;
- To monitor pupil attendance statistics and patterns of attendance;
- To monitor the incidence of pupil exclusions and to report any findings to the governing body;

- To determine any other matters referred to the Committee by the governing body or other committee, as appropriate;
- To report to the governing body each term an action taken within the powers delegated to the committee and on other issues to be determined by the governing body.

Delegation

- The Head and the SENCO will be responsible for ensuring that a register of children with special educational needs is compiled and maintained and that all children on the register have an Individual Education Plan which is monitored, reviewed and updated in accordance with the Code of Practice.

PUPIL DISCIPLINE COMMITTEE

Membership

At least three governors, not including the Headteacher or a pool from which the minimum of three governors may be drawn. If a pool arrangement is preferred, the governing body should agree the basis on which governors will be chosen.

If any governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down.

The chair has the casting vote in all cases where an even number of governors are considering the case.

Quorum

3 named non staff governors

Meetings

As and when required

Terms of reference

- To review the use of exclusion in the school;
- To hear representations from parents in relation to the exclusion of a pupil;
- To consider exclusions of more than five days in any one term, permanent exclusions or exclusions which would prevent a pupil from taking a public examination;
- To have regard to guidance issued by the DfES in relation to the exclusion of pupils.

Delegation

The Chair of Governors has the power to take action on exclusions in an emergency, i.e. where a delay in exercising the function would be likely to be seriously detrimental to the interests of the school, a pupil at the school or its parents. This could include circumstances where it would be impractical for the committee to meet before a public examination takes place, to consider the exclusion of a pupil who would be unable to take that examination and decide whether or not to reinstate the pupil.

ADMISSIONS COMMITTEE

Membership

At least three governors. This will normally include the Head.

Quorum

3 governors

Meetings

As and when required.

Terms of reference

- To consider applications for admission to the school and decide on the admission of pupils in accordance with the Governing Body's published admissions policy and criteria;
- To consider admissions to years other than to the nursery or reception classes, against the criteria agreed by the governing body, where there are more applications than places available, up to the School's Standard Admission Number;
- To ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place, in accordance with procedures approved by the governing body;
- To monitor arrangements for the admission of pupils and any associated appeals process and to inform the governing body of any appropriate issues;
- To report to the governing body any action taken within the powers delegated to the committee;
- To determine any other issues referred to the Committee by the governing body.

Delegation

The Headteacher will admit pupils to places outside of the usual admissions timescale, up to the school's Standard Number for Admissions, but, where there are more applications than places these will be referred to the Admissions Committee for a decision.

PAY COMMITTEE

Membership

The Pay Committee shall consist of at least two governors, elected by the Governing Body, none of whom are paid to work at the school or who are Associate Members.

Quorum

Two named non staff governors and the Headteacher

Clerking

The meeting of the Pay Committee will be clerked by the schools Governor Support Officer.

Meetings

At least once a year

Terms of Reference

- The Governing Body will annually appoint, from its members, a Pay Committee with the delegated powers described in the following terms of reference.
- The Pay Committee will consist of three governors who are not members of staff at the school, and the Headteacher in an advisory capacity.

Delegation

- Implement the Pay Policy with reference to staffing and financial budget plans. If the Committee feels it to be appropriate, any matter may be passed to the Full Governing Body for ratification.
- Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
- Apply the criteria of the Pay Policy in determining the pay of each member of staff in the annual review.
- Recommend to governors the annual budget needed for the payment of staff.

The Committee shall be required to:

- Minute all decisions taken and submit their minutes to be noted by the Full Governing Body.
- Keep abreast of relevant developments and advise the Governing Body when the Pay Policy needs to be revised.

HEARINGS COMMITTEE

Membership

Membership of the committee shall be not less than three Governors

Quorum

At least three governors

The Governing Body may nominate a pool of governors from which three will serve as the Hearings Committee to consider particular issues. If a governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

Meetings

As and when required.

Terms of Reference

The responsibilities of the Hearings Committee are as follows:

- Governing Body HR Procedures (Staff Discipline, Grievance, Capability, Sickness etc.)
- To make any determination to dismiss any member of staff **To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Head teacher is the subject of the action***
- To make any decisions relating to any member of staff other than the Head teacher, under the Governing Body's personnel procedures School's complaints Procedure
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplication's, and the operation of the Governing Body's charging policy:

APPEALS COMMITTEE

Membership

Membership of the committee shall be not less than three Governors

The Governing Body may nominate a pool of governors from which three will serve as the Appeals Committee. If a governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

Disqualification

The Head teacher and the Chair of Governors and any Governor involved in the original Hearing of with prior knowledge of the pupil or the incident.

Chair of Committee

Appointed by the Committee Members

Quorum

At least three Governors

Frequency of Meetings

As and when required

Terms of Reference

The responsibilities of the Appeals Committee are as follows:

- **To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee***
- **To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability***
- **To consider any appeal against selection for redundancy***

HEADTEACHER'S PERFORMANCE REVIEW PANEL

TERMS OF REFERENCE

Membership

Membership of the committee shall be two or three Governors who have received the appropriate training.

Disqualification

The Head teacher and Staff Governors

Chair of Committee

Appointed by the Committee Members

Quorum

Two Governors

Frequency of Meetings

As required, but at least twice per year.

Terms of Reference

- To arrange to meet with the External Adviser to discuss the Head teacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Head teacher against the targets
- To make recommendations to the Resources Committee in respect of awards for the successful meeting of targets set

