| governing board/board of trustees of Sharnbrook Primary | |
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| **Board & Committee Structure 2024-2025** | |
| For the coming academic year (24-25) the Governing Board will utilise the following committees and schedule:  FGB: To meet termly / 3 times a year  Resources Committee: To meet termly / 3 times a year  Curriculum Committee: To meet termly / 3 times a year  Curriculum and Resources Committee meetings shall be run concurrently, with meeting time split between 2 agendas.  Finance Committee: To meet half termly / 6 times a year  Finance Committee to report back at as part of the following FGB or Resources agenda | |
| **Terms of Reference for Resources Committee** | |
| **Purpose:**  To provide a separate forum for focus on aspects of oversite that involve staff and facilities. Due to the Membership of this committee, there is no need to report back as part of an FGB agenda and any relevant voting can take place within the committee meeting. | |
| **Membership:**  All those who are members of the FGB will also be members of the Resources committee.  The School Business Manager will be an associate member of the Resources Committee. | |
| **Quorum:**  The quorum is a minimum of 3 governors.  Associate members have no voting rights**.** | |
| **Meetings:**  The committee will meet at least 3 times a year, concurrently with Curriculum Committee.  A chair for this committee shall be elected annually, at the first Resources/Curriculum committee meeting of the academic year. If the chair of the committee is unavailable for the meeting, it will be agreed for another Governor to chair the meeting.  The Clerk shall attend and take minutes of the committee’s meetings, to be shared with the board, agreed at the next Resources/Curriculum committee meeting, and made available to the public.  Meetings shall be conducted under the same terms as FGB meetings – see FGB Terms of Reference.  Meetings shall incorporate a Safeguarding update. | |
| **The Resources committee will:**   * act on matters delegated by the Full Governing body as detailed below. * liaise and consult with other committees where necessary. * consider safeguarding and equalities implications when undertaking all committee functions. * ensure strong governance that enhances the effectiveness of the school. * ensure that data will be processed to be in line with the requirements and protection set out in the UK General Data Protection Regulation. * declare any potential interest and abstain from any vote or decision which may occur in relation to that interest. * act in accordance with Education Law, Company Law and Charity Law. | |
| **Delegated Responsibilities:**   * Monitor strategic priorities for the School Development Plan in relation to Resources. * Provide support and guidance for the Headteacher on all matters relating to the school premises, grounds, security and Health and Safety. * To monitor and revise the premises elements of the Accessibility Policy. * To review the Health and Safety Policy on an annual basis and ensure that the school complies with Health and Safety regulations and staff HSE inductions. * Receive and review reports from HT and HSE governor regarding facilities updates and termly HSE inspections, and consider and make recommendations on all risk management and insurance arrangements. * ~~To be aware of the respective responsibilities of the governing body in relation to premises, to ensure that appropriate bodies are informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.~~ * Recommend, review and monitor any proposed and ongoing premises alterations. * Review and monitor accidents and critical incidences. To ensure that information relating to Health and Safety matters is communicated to staff and is regularly reviewed and updated. * Receive staff updates from HT and ensure staff wellbeing is a priority | |
| **Approved by the governing board/board of trustees:** *[insert date]* |  |
| **Adopted by the [*committee name*]:** *[insert date]* | **Next review date:** *[insert date]* |