

Title	Buildings and Finance Committee
Membership	Head teacher (or representative) Chair of Governors and/or Vice-Chair of Governors, Miss A McAvoy
Quorum	Any three members (including Head teacher).
Meetings	The committee shall meet at least once per term and as required.

Terms of reference

BUILDINGS MATTERS

1. To provide support and guidance for the Head teacher on all matters relating to the school premises and grounds, security and health and safety
2. To inspect the school premises and grounds on an annual basis and to prepare a statement of priorities for maintenance and improvement for the approval of the Governing Body
3. To approve the costs and arrangements for maintenance, repairs and improvements within the budget allocation
4. To oversee the preparation and implementation of contracts concerning the school premises and grounds
5. To advise, review and make recommendations to the Governing Body regarding its Health and Safety policy on an annual basis and to ensure that school complies with health and safety regulations inc.
 - (i) assisting the Governing Body and Head teacher to discharge their responsibilities under the Health and Safety at Work Act 1974 and other relevant legislation
 - (ii) considering the LA's policies on health and safety
 - (iii) ensuring that the necessary school management organisation is in place to implement the policies
 - (iv) implementing and maintaining an Emergency Plan
 - (v) monitoring the effectiveness of the school's health and safety arrangements including making periodic inspections of the buildings, grounds and equipment.
6. Review annually. advise and make recommendations to the Governing Body regarding its Lettings and Charges policy
7. To ensure any necessary liaison with LA and Archdiocesan Property Services and any external contractors.

FINANCE MATTERS

8. To provide guidance and assistance to the Head teacher and the Governing Body in all matters relating to budgeting and finance.*
9. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
10. To consider each year's School Improvement Plan priorities and present an annual budget to the full Governing Body for approval
11. To monitor the income and expenditure of all public funds (e.g. budget share, balances, Pupil Premium and any other funds devolved by the LA/Government) and to report the financial situation to the Governing Body each term
12. To review and recommend to the Governing Body the school's financial regulations on an annual basis at the start of the financial year
13. To vire funds, if necessary, within limits set by the Governing Body
14. To ensure audit of non-public funds for presentation to Governors on an annual basis.
15. To receive and respond to audit reports of public/non-public funds.

Notes and Additional Information * the Committee may be asked to advise the Head teacher and make recommendations to the full Governing Body on matters such as charging for school activities, lettings policy, sponsorship, fundraising, insurance.

Title	Human Resources Committee
Membership	Head teacher (or representative) Chair of Governors and/or Vice-Chair of Governors, Miss A McAvoy
Quorum	Any three members (including Head teacher).
Meetings	The committee shall meet at least once per term and as required.

- Terms of Reference
1. **Discipline/Grievance** - to review and recommend to the Governing Body the procedures for dealing with discipline and grievances (after consultation with LA SEAT Team).
 2. **Capability** – to review and recommend to the Governing Body the procedures for dealing with capability (after consultation with LA SEAT Team) and ensure that staff are informed of them.
 3. **Redundancy** – to review and recommend to the Governing Body, in consultation with staff and the LA, criteria for redundancy capability (after consultation with LA SEAT Team).
 4. **Sickness** – to review and recommend to the Governing Body, the procedures for dealing with short and long term sickness/absence of staff capability (after consultation with LA SEAT Team)
 5. **Salaries** – to liaise with the Finance Committee to establish the annual and longer term salary budgets and other costs related to personnel, e.g. training budget (after consultation with LA Finance Officer).
 6. **Salaries:** to review annually and decide salaries in accordance with:
 - i. any policies and procedures as adopted by the Governing Body, e.g. Whole School pay Policy, Appraisal Policy
 - ii. any recommendations from the Head teacher following staff Performance Reviews
 - iii. any recommendations from the Head teacher’s Performance Review Committee
 7. **Staffing Structure** - to review the staffing structure whenever a senior vacancy occurs and at least annually in relation to the School Annual Plan and three year School Improvement Plan.
 8. School Group Size and Individual School range (ISR) – to ascertain the School Group Size and set an ISR.*
 9. Overview of the welfare of staff’

Notes and Additional Information

* This is a legal requirement whenever a school’s pupil numbers increase to allow a new Group Size to be considered and on the appointment of a new Head teacher.

Title	Standards and Effectiveness Committee
Membership	Head teacher (or representative) Chair and Vice-Chair of Governors, Christine Armstrong, Clare Fitzgerald, Bev Marsden.
Quorum	Any five members (including Head teacher)
Meetings	The committee shall meet at least once per term and as required

- Terms of Reference
1. To advise, review and make recommendations to the Governing Body regarding the school's Curriculum Statement and their statutory obligations regarding the National Curriculum.
 2. To advise, review and make recommendations to the Governing Body regarding the school's Mission Statement and its Aims and Objectives.
 3. To advise, review and make recommendations to the Governing Body regarding the provision for collective worship and Religious Education.
 4. To advise, review and make recommendations to the Governing Body regarding Sex Education and Personal Relationships.
 5. To ensure that the requirements of children with special needs and disabilities (SEND), additional needs (including more able pupils) are met.
 6. To ensure pupils in receipt of Pupil Premium Monies are provided with the best possible provision to narrow any gaps in achievement over time.
 7. To review current school performance including all aspects related to pupil progress including target setting, assessment and pupil tracking. Relevant data to be made available in advance.
 8. To advise, review and make recommendations to the Governing Body regarding school, LA and national target setting.
 9. To review the school's work and ensure regular and systematic self-evaluation against the four Ofsted Framework key indicators:
 - Leadership and Management
 - Behaviour and Safety of Pupils
 - Quality of Teaching
 - Achievement of Pupils
 10. To support, contribute and assist in the annual preparation of a school improvement plan ensuring that all key priorities are included and programmed for action.

Notes and Additional Information Meetings will often include a short presentation / discussion regarding a particular aspect of the curriculum, e.g. English, maths, special needs, pupil progress, assessment update, etc.