

St. Crispin's
Excellence for all



St Crispin's School Document:

Term of reference for **LAB Resources** committee

Author: Deputy Headteacher Approver: Resources Committee

Owner: Resources committee Version: 1.0

Date: At conversion Next review: TBA – annually

Ratified: Advisors

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	14 th June 2017	Paul Jeffery	First release under the LAB structure.	First release
1.1				
1.2				
1.3				

1 Membership

The Chair of this committee is: Diane Humphrey-Evans

The Vice Chair of this committee is: Maura Brittain

There will be a minimum of four Advisors on this committee. Any Trustee or Member may attend this meeting as an observer but does not have any voting rights at the committee meeting. During the initial MAT/LAB set-up phase all Advisors will be expected to attend this committee. The Chair of this committee may invite other people to contribute to the committee meeting but they do not have any voting rights.

The appointed persons (no voting rights, unless Headteacher who is also an Advisor) to serve this committee are: Deputy and Assistant Headteachers

The Clerk to Advisors will be responsible for taking minutes and issuing them to all Advisors.

The position of Chair and Vice Chair of this committee will be agreed annually at the first meeting of the academic year. At such time this document will be reviewed and ratified for accuracy and completeness.

2 Quorum

The committee will be quorate when there are three Advisors (eligible to vote) present.

At the beginning of each committee meeting the Chair of the committee is required to ask if there are any declarations of interest. If any interest is declared the Chair of the committee will make clear at the beginning of the meeting how the interest will be dealt with this, may include but is not limited to a removal of voting rights regarding a specific agenda item. It is a requirement and duty of all Advisors to prevent a conflict of interest from affecting any decisions made.

3 Meetings

There will be a minimum of one meeting per term; others will be convened as required.

A Part 2 meeting will be held in the Autumn term to review the staff performance related pay report. This will be attended by non-staff advisors, and the Headteacher.

It is acceptable for an Advisor to be in attendance via phone or video conference.

Agendas will be agreed with the Chair of the committee and the person serving the committee and will be distributed to members with any associated papers by the Clerk to the Advisors 1 week in advance of the meeting. Anyone planning to attend the committee meeting can ask for additional items to be added to the agenda as a preference to bringing new business as AOB.

Generally, if all present agree, a new item of business can be introduced on the day of the meeting.

Minutes will be agreed with the Chair of the committee and the Clerk to the Advisors and will be distributed 1 week after the meeting.

4 Functions and responsibilities

1. Encourage, challenge and monitor the deployment of resources across the school, with respect to People (HR), Money (Finance), Buildings (Premises) including:
 - a. Schools budget
 - b. Actual spend against budget, and changes made to maintain revenue and expenditure on target.
 - c. Allocation of PP Grant, actual spend and associated outcome
 - d. Use of premises and facilities outside of school hours, (including responsibilities for community use and letting rates)
 - e. Safety and security of premises with particular regard to Health and Safety at Work Act, Disability, Accessibility Plan and other relevant legislation.
2. Encourage, challenge and monitor resources policies including :-
 - a. Charging and remissions
 - b. Accessibility plan
 - c. Lettings policy
 - d. Use of CCTV policy
 - e. Staff ICT acceptable use policy
3. To encourage, challenge and monitor the staffing provision of the school to deliver the curriculum within the budget
4. To encourage, challenge and monitor Continuing Professional Development of staff.
5. To review and approve the Staff performance related pay, annually.
6. All decisions of this committee will be reported at the next Full Advisors Board

5 Emergency Power

Urgent decisions normally requiring consultation with this committee can be taken by the Chair of the Committee and Headteacher if it is not reasonable to delay the decision until the next committee meeting. Every effort must be made to inform and garner the opinions of all

members of the committee via electronic/verbal communication before any decision is confirmed.