



## **ABBOTS RIPTON CHURCH OF ENGLAND PRIMARY SCHOOL**

### **Resources & HSSPW Committee**

#### **2024-2025 Terms of Reference**

##### **1. PURPOSE STATEMENT**

To supervise on behalf of the Board of Governors the financial management of the school and its property, the Health & Safety, Safeguarding and Wellbeing of the staff and pupils and to provide advice and guidance to the Head Teacher on financial and personnel matters. To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget.

##### **2. MEMBERSHIP**

The committee shall consist of not less than three governors including the Headteacher (or a representative).

The committee may appoint such co-opted, non-voting members as agreed by the Governing Body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee.

##### **3. MEETINGS**

The committee shall meet termly, or more frequently as may be required from time to time. Other members of the Governing Body may attend meetings of the HSSPW committee and may contribute to discussions on matters under consideration.

Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.

The agenda for the meeting shall be distributed at least 7 days before the meeting. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full governing body meeting.

Minutes of the meeting recording decisions taken and points for action shall be circulated to all committee members at least 7 days before the next meeting and after being approved as a correct a paper copy will be held on file on the school for public inspection.

##### **4. QUORUM**

The quorum shall be three Governors, with at least one of the Governors being the Chair of the committee or the Chair of FGB, including the Headteacher (or a representative).

##### **5. CHAIRMANSHIP**

The Chair of the committee shall be elected annually at the first FGB meeting of the Autumn term.

##### **6. DECLARATIONS OF INTEREST**

Where there is a conflict between the interests of any governor and the interests of the governing body that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on

governing body procedures, the other governors present at the meeting will decide on the matter.

**7. ROLES and RESPONSIBILITIES**

See delegated responsibilities 2023-2024 document.