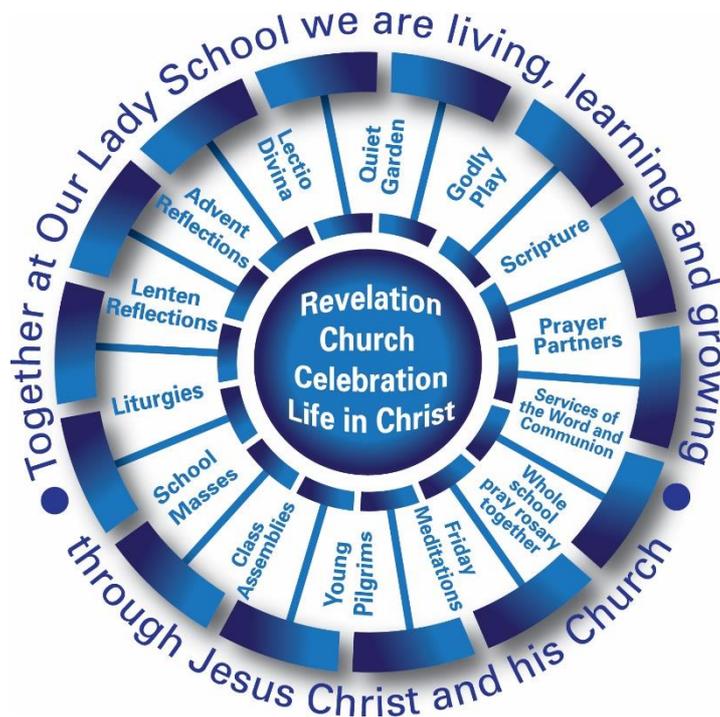




# Our Lady Catholic Primary School

## Operations Committee Terms of Reference



The Diocese of Westminster Academy Trust  
A Catholic Academy

July 2019

### **Committee Purpose**

The Operations Committee is established to oversee and support the leadership of the school with regards to finance, premises/health & safety, human resources and the publicity and promotion of the school.

### **Membership and Chairing**

The Operations Committee comprises the following Governors:

Chair: Helen Bailey

Vice Chair:

Member: Ciara Nicholson (Head)

Member: Jill Westbury

Member: Domanic Lavery

Member: Danny Noon

Member: Louise Worbey

Clerk: Allison Bishop

The minimum number of Governors required for Quorum is 3.

Only appointed Governors may vote on necessary actions and resolutions. Non governors may attend the meeting but in a non-voting capacity.

### **Minutes and Meetings**

The committee will meet a minimum of 3 times per year, at least once per term.

The committee will elect a chair from among the members of the committee for a period of 1 year. In the absence of the Chair then the committee will choose an acting chair from among their number for the meeting. In the absence of the clerk then then the committee will choose a clerk for that meeting from among their number (someone who is not the Headteacher)

Minutes of meetings will record those present, the date and any decisions, action points or recommendations. All recommendations will be written in a way as to offer the governing body a clear proposal or alternatives to debate and decide upon. A signed copy of the minutes will be approved by the Chair during the following meeting after said minutes have been recorded

### **Procedures and training**

The membership of the committee will be determined at the first meeting of the governing body in the autumn term.

The terms of reference for the committee will be reviewed annually.

The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills by attending appropriate training.

## **Proposed Remit**

The following items illustrate the purpose and remit of the Operations Committee:

### Finance

1. Produce a draft budget annually for approval by the full GB, monitor the agreed budget on a regular basis and report to the full GB.
2. Comply with the requirements of the Schools Financial Value Standard (SFVS)
3. Seek to involve all Governors in the financial arrangements of the school.
4. Authorize expenditure in accordance with the Finance Policy.
5. Take appropriate steps to increase the school's income wherever possible.
6. Monitor the various funds held by or on behalf of the school.

### Premises/Health and Safety

7. Review and monitor buildings maintenance, carry out Health & Safety audit, monitor work of building consultant
8. Provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
9. The School Premises Manager shall inspect the premises and grounds at the commencement of each term and submit a report on the findings to the Operations committee for consideration. Matters requiring attention should be prioritised by the Operations committee and referred immediately to the Headteacher, to ensure that appropriate remedial action is taken without delay. The Operations committee shall instruct other professional investigations as appropriate. Thereafter the report will be referred to the Governing Body
10. The School Premises Manager shall undertake an annual health and safety audit of the school premises to ensure that the school complies with statutory regulations and submit a report for review by the Committee. The Operations committee shall instruct other professional investigations as appropriate. The report will then be referred to the Governing Body.
11. Approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation and oversee the preparation and implementation of contracts. Any spending requirements, which exceed agreed budget provisions, will be handled in accordance with established Finance Policy.
12. Be aware of the specific responsibilities of Governors and the Diocese/LA in respect of premises. Ensure that the Diocese/LA is informed of any matter for which it has responsibility and on which action is required. Thereafter, continue to monitor such matters to ensure that appropriate action is taken.
13. Prepare and publish an Equality and Accessibility Plan and Policy (including Race Equality and Equal Opportunities) as required by the Equality Act 2010

14. Review annually statutory Inclusion Policy
15. The Chair of this Committee will submit an annual report to the Governing Body on the status of the Equality and Accessibility Plan and Policy (including Race Equality and Equal Opportunities)

#### Human Resources

16. Agree staffing structure and salaries.
17. To undertake any formal consultations with the staff on personnel matters.
18. To review and implement procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
19. To draft and review, in consultation with staff, criteria for redundancy, for approval of the Governing Body.
20. To appraise, in conjunction with the Headteacher, staff performance and review staff pay annually.
21. To review the staffing structure whenever a vacancy occurs and at least annually, in relation to the School Development Plan.
22. To recommend to the Governing Body staff selection procedures and to review these procedures as necessary.
23. To determine a panel to prepare job descriptions and postholder profiles for any staff vacancy – to advertise, long and short list and interview and recommend appointment.
24. To liaise closely with the LA's Human Resources Department, Catholic Education Service and the Westminster Diocese Education Service on all issues.

#### Promotion and Publicity

25. Provide support and liaise with the Head teacher/School Business Manager on all matters relating to the promotion and publicity of the school including press releases.
26. Provide assistance to staff with regards to the production of the school prospectus and public information.
27. Ensure that the school website is maintained with accurate and up to date information.
28. Provide support for community involvement plans including local, national and international territories
29. Provide a point of contact for the parishes and the School Association.
30. The committee shall review quality of communications, publicity, documents and make recommendations for improvements.

31. The committee will keep under review communication mechanisms and will recommend changes as and when necessary.

Policies

32. To review, after consultation with the Headteacher and staff, the relevant school policies assigned to the committee for review and approval

Publicity go to Communications and Publicity & admissions Amanda Gaunt, Bryoney & Jenna Twitter