



CARDINAL POLE CATHOLIC SCHOOL

HR & RESOURCES COMMITTEE TERMS OF REFERENCE 2025/26

Membership consists of at least five members of the Local Governing Body including the Executive Headteacher. The Committee is quorate when 3 or more Governors (two of which should be non-staff Governors) are present at the meeting. The Director of Resources attends as required by the Executive Headteacher and/or the Committee. A Chair and Vice Chair will be elected every academic year.

General Responsibilities:-

To make appropriate decisions and to advise the Local Governing Body on all matters relating to staff, finance and the school premises. Reporting back to the Local Governing Body, the Committee will review and ratify all policies as detailed in the review schedule, monitor and review all matters relating to the school building; and the operation of major contracts for services to the school including those for Facilities Management, ICT and Catering.

Specific Responsibilities:-

HR

- a) To determine, approve and keep under review policies relating to all HR matters including the safeguarding, employment, recruitment, selection, appointment, promotion, review, grievance, discipline, remuneration and terms and conditions of the employment (including contracts of employment) for all staff.
- b) To receive, consider and determine the overall staffing provision of the school, including the management structure in line with curriculum demands, and to report this to the Local Governing Body. To review appraisal systems and outcomes from this.
- c) To delegate the review and determine of salaries and conditions of service of all staff to the Executive Headteacher (with the exception of the Executive Headteacher's salary) and to advise the Local Governing Body on the implications of any changes in employment legislation affecting the school.
- d) To determine, approve and keep under review the complaints policy and procedures, excluding curriculum complaints.
- e) To review staff well-being arrangements and attendance/turnover including support for CPD.
- f) To complete, maintain and review a school's Single Central Record.

- g) To have oversight of staff workload and wellbeing and ensure support is in place if needed. Have oversight of staff retention and recruitment.
- h) To ratify all HR, premises and finance policies including those relating to equal opportunities and Health and Safety at Work legislation.
- i) The Local Governing Body has responsibility for the recruitment of the Executive Headteacher in conjunction with the Diocese.
- j) The Deputy Headteacher appointments are led by the Executive Headteacher in conjunction with the Local Governing Body. All other staff appointments will be made by the Executive Headteacher in conjunction with the HR Officer and relevant Line Manager.

Finance & Premises

- a) To recommend, approve and monitor the annual school budget for the financial year to present to the LGB for approval.
- b) To monitor the school budget plan for the financial year and forecasts.
- c) To ensure compliance with the ESFA Academies Handbook including requirements inc. novel, contentious and repercussive transactions, disposal of land and assets and use of condition allocations and of premises: Ensuring compliance.
- d) Entering into new (non-staffing) contracts, ordering goods and services in line with financial scheme of delegations.
- e) To approve applications for individual business/purchase cards.
- f) To review and agree school specific SLAs.
- g) To approve contracts up to £74,000. Amounts in excess of this must be authorised by the Chief Financial Officer of the Lux Mundi Catholic Academy Trust. Ensure contracts and tenders are awarded in accordance with the DfE Academies Handbook.
- h) To set budget objectives and reserves within school budget.
- i) To approve brought forward reserves at school level within recommended parameters.
- j) To monitor use and impact of funding including Pupil Premium spend, Year 7 literacy and numeracy catch-up, PE, sports premium and other grant funds.
- k) To ensure business is conducted ethically and in line with corporate social responsibility indicators.
- l) Authorising other income generating activities such as after school clubs and sports and using the premises after hours.
- m) To approve a lettings policy and charges.