

**ST BARTHOLOMEW'S SCHOOL
GOVERNORS' LEARNING RESOURCES COMMITTEE
TERMS OF REFERENCE**

AGREED BY THE FULL GOVERNING BODY SUMMER 2016

FOR ANNUAL REVIEW

The objectives of the Learning Resources Committee are:

1. To ensure the facilities and its infrastructure (IT, grounds etc.) are well maintained and provide a high quality environment for teaching and learning.
2. To ensure the best value for money from service and contracts.
3. To ensure a safe working environment for everyone on school premises.
4. To maintain awareness of developments that may enhance the teaching and learning environment.
5. To ensure there is adequate budget for proposed expenditure over the lifetime of any capital item.

Membership

- Membership will be determined annually, at the early Autumn term meeting of the Full Governing Body.
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a teacher.
- The committee shall appoint the Chair and Vice-chair for a term of four years. Continuous re-election may only take place once.
- The work of the committee will be supported by:
 - a) The Headteacher who acts as the professional officer for the committee;
 - b) The Facilities Manager;
 - c) The IT Manager;
 - d) The Librarian in the Spring Term

The Clerk to the Governors will give notice of meetings. In cases of conflict of interest, an alternative clerk will be sought.

- The meetings of the committee are open to all governors.
- The Chair may request any other person to attend meetings in relation to their area of responsibility.

Quorum

A quorum for a committee of the Governing Body shall be three governors. This excludes Associate Members.

Meetings

- Meetings will be held once per term.
- Dates for the following academic year will be determined at the summer term meeting of the Full Governing Body.
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers.

- The conduct of meetings will be in accordance with the Articles of Association.
- The Chair and Vice-chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at an autumn term meeting.

Areas of Responsibility

The Chair and the committee have delegated authority from the governing body to consider and make decisions in the following areas:

- Draft/review lettings policy and charges Draft/review tender procedures/financial standing orders.
- The Maintenance Schedule.
- Draft/review Health & Safety Policy.
- Monitor and approve school contracts.
- IT Policies

Any other delegated authority and/or request to work on behalf of the Governing Body as may be minuted at meetings of the Full Governing Body.

Reporting

The committee shall report to the Full Governing Body each term. All minutes, with the exception of confidential matters, will be distributed to all Governors within the term.

Governor Development

The committee will regularly review the competence and experience of its members at the summer term meeting and instigate any training and development which is considered beneficial, in liaison with the Development Governor.

Review

The Terms of Reference will be reviewed annually.

Signed.....Date.....
Chair