

**Resources, Health and Safety and Premises Committee (RHSP)**

**Purpose:**

- To consider safeguarding and equalities implications when undertaking all committee functions.
- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- Presenting a draft of the annual budget to the full body for approval
- Regularly monitoring actual income/expenditure
- Awarding contracts by tender (up to a specified limit)
- Monitoring the effectiveness of financial procedures and controls
- Moving money between budget headings, i.e. updating the budget
- Checking that the health and safety policy complies with legislation and meets best practice
- Having regular discussions at governance meetings about compliance with the policy
- Promoting a sensible approach to health and safety
- Working closely with senior staff to support health and safety, and providing challenge as appropriate
- Making sure staff are getting the training they need
- Monitoring how staff assess and follow up on any identified health and safety issues
- Checking that accidents and 'near misses' are being recorded and looking for patterns that might cause concern

**Membership:** Minimum 3 *governors* A chair will be elected to the committee annually and a clerk will be appointed. The headteacher sits on the committee. Committee members are expected to undertake relevant training.

**Quorum: 3 governors**

**Meetings:** The committee will meet at least 4 times a year. Minutes of the committee's meetings will be shared with the board on GVO and made available to the public. Declaration of business interests will be regularly reviewed and members will withdraw from the meeting for any items where there is a conflict of interest.

If the chair is not available then the meeting will be reconvened or the Chair of Governors will cover.

**Policies and compliance:** The committee will review and ratify:

All finance policies and procedures

Health and Safety Policy

Premises Management Policies

First Aid in Schools Policy

Accessibility Policy

Staff Capability Policy

Grievance Policy

Disciplinary Policy

Charging and Remissions Policy

Data Protection Policies

**Monitoring:** The committee will be responsible for:

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- Subject to Dorset LA Scheme for Financing Schools, approve any budgetary adjustments that will sometimes be necessary in response to the school's evolving requirements.
- Completing the SFVS annually for recommendation to FGB
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.
- Make sure the school complies with the Freedom of Information Act 2000
- Make sure the school complies with the UK General Data Protection Regulations ([UK GDPR](#))
- To monitor safeguarding: termly meetings or visits
- To monitor Single Central Register (SCR)

**Approved by the governing body:**

*Autumn 2025*

To be reviewed annually.

**Adopted by the RHSP: 21/09/2025**

**Next review date:20/09/2026**