Finance, Premises and Personnel Committee
Terms of reference

Finance:

- In consultation with the headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
- To ensure that the school operates within the financial regulations and guidance of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the headteacher and Personnel Committee
- In the light of the headteacher Performance Management Panel's recommendations, to determine whether sufficient funds are available for increments
- To ensure that priorities in the school development plan are appropriately financed

Premises:

- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To consider premises-related expenditure
- In consultation with the headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility Plan
- To receive reports from the Personnel sub-committee and consider any implications with respect to the school budget.

Personnel sub-Committee

- To draft and keep under review the staffing structure in consultation with the headteacher and the Finance Committee
- To review a pay policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff with appropriate delegation to the headteacher
- To review a performance management policy for all staff*
- To receive a written report from the headteacher on the impact of Performance Management and the needs for staff training and development. To make recommendations to appropriate committees and the governing body
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider any appeal against a decision on pay grading or pay awards.
- To make recommendations on personnel related expenditure to the Finance and Premises Committee

To report back to the governing body

Finance, Premises and Personnel Committee

Terms of reference agreed by the governing body on (date):	22 October 2026

Name	Governor / Associate Member	Voting rights	Date appointed to the committee
Fiona Templeton – Head Teacher	Governor	Yes	n/a
David Simpson	Governor	Yes	21/03/24
Amanda Fischer-Lee	Governor	Yes	21/03/24
Paul Adams	Governor	Yes	29/01/14
Simon Sharpe	Governor	Yes	12/09/24
Jenny Bishop	Associate	No	

Disqualification: any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Chair of the committee:	Paul Adams
Clerk to the committee:	Elaine Peberdy
Quorum: (minimum of 3 full governors, committee can determine a higher number)	3 full Governors
Date committee established:	4/9/13
Date of review by governing body:	22 October 2026

Personnel Sub-Committee

Terms of reference agreed by the governing body on (date):	23rd October 2025

Name	Governor / Associate Member	Voting rights	Date appointed to the committee
Baylon Kamalarajan	Governor	Yes	12/09/24
Simon Sharpe	Governor	Yes	23/10/25
Paul Adams	Governor	Yes	19/11/14

Disqualification: any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Chair of the committee:	Paul Adams
Clerk to the committee:	Jane Lawson
Quorum: (minimum of 3 full governors, committee can determine a higher number)	2 full Governors
Date committee established:	02/10/13
Date of review by governing body:	October 2026