



Broadbent Fold

Primary School and Nursery

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BROADBENT FOLD GOVERNING BODY Finance, Personnel & Premises Committee (Incorporating the Pay Committee) Terms of Reference – Autumn 2025

Membership To consist of at least 3 Governors appointed by the Full Governing Body (the GB may appoint more to the Committee to allow for illness/unavailability/declaration of interests etc. when interviewing is required), one of whom will act as Chair. Associate (non-voting) Members may be included but the majority must be Governors. The Committee has full delegated power.

Chair: *Either* Appointed by the GB *or* Elected by the Committee. The GB can remove the Chair at any time.

Quorum: To consist of 3 members.

Meetings: At least once a term and otherwise as required.

Agenda: To be circulated to all Governors (reference only for those not on the Committee) one week before the meeting by the Clerk or Chair of the Committee. Accompanying papers to be circulated to members of the Committee only.

Minutes: To be circulated to all Governors as soon as possible after the date of the meeting, or with the agenda papers for the next full Governing Body meeting. Minutes to include a brief summary of items discussed, and a record of any proposals/recommendations for the Governing Body to consider.

Review: Membership and terms of reference to be reviewed annually at the Autumn Term Governing Body meeting.

Key Functions

1. To provide reliable information and make decisions to enable the Governing Body to comply with the required financial regulations.
2. To prepare and approve a budget each year (if delegated by the Governing Body).
3. To monitor regularly and effectively against that budget and report to the Governing Body as required.
4. To review the changes in pay and conditions arrangements for all staff and receive from the Headteacher and the Council such recommendations as are appropriately related to this function.

5. To prepare recommendations, or reports, for the full Governing Body in respect of changes to the school pay policy.
6. To review the pay assessment for relevant staff in accordance with performance management procedures.
7. To approve annual pay statements prior to statement being issued to member of staff.
8. To review and implement the procedures for the recruitment selection and appointment of all teaching staff, including those on the Leadership Spine in accordance with Staffing Regulations.
9. To review Conditions of Service.
10. To ensure that procedures are in place for managing staff levels, including schemes for early retirement, redeployment and redundancy.
11. To review the staffing structure whenever a vacancy arises, and at least annually in relation to the School Improvement Plan.
12. To review all staffing related procedures and adopt/recommend them for adoption, and to ensure that staff are informed of them.
13. To review job descriptions and person specifications as appropriate.
14. To contribute to the School Improvement Plan.
15. To ensure the SFVS is reviewed on an annual basis and updated as necessary.
16. To provide support and guidance to the Headteacher on all matters relating to the school premises and grounds, security and health and safety.
17. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget.
18. To have review and approve the preparation and implementation of contracts.
19. To be aware of the specific responsibilities of the Governing Body in regard to premises and to ensure that the Local Authority is informed of any matters for which it has responsibility.
20. To undertake an annual health and safety audit by inspection of the school premises and report on same to the Governing Body.
21. To ensure that the school complies with current health and safety regulations including the review and update of the Health and Safety Policy.
22. To ensure that an Educational Visit Policy is in place and to monitor Charging Policy and procedures regarding residential and non-residential trips.
23. To ensure that the Governing Body's responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
24. To consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other matters relating to the security of the premises.

The Pay Committee will comprise of a minimum of three Governors none of whom has a pecuniary interest, or is an employee at the school. The quorum will be 3 members. When discussing the salary of other teachers the Pay Committee will normally be advised by the Headteacher.

The appraisal review for the Headteacher will be carried out by the Appraisal Review Panel, supported by a suitably skilled and/or experienced external advisor. This Panel may be the Pay Committee. When the Pay Committee makes decisions about the

Headteacher's salary the Headteacher will withdraw from the meeting. He/she may be invited to make a presentation to the Committee prior to withdrawal.

The Pay Committee will have fully delegated powers to make decisions within the pay policy determined by the full Governing Body. The Pay Committee will meet as required but must hold an annual meeting.

The purpose of the annual meeting will be:

- to review the changes in pay and conditions arrangements for all teaching staff;
- to receive from the Headteacher and the Council such recommendations as appropriate to the exercise of the governors functions;
- to prepare recommendations for the full Governing Body in respect of changes to the school pay policy and pay ranges. In undertaking this responsibility the Pay Committee will consult with the teaching staff, school representatives and secretaries of the recognised teacher associations;
- to review and approve pay assessment for all teaching staff.
- to consider, (following withdrawal of the Headteacher from the meeting), the payment of the Headteacher in the forthcoming year; and
- to liaise as necessary with the schools Human Resources provider, for example in relation to reviewing the Pay Ranges.

The Pay Committee must:

- minute clearly the reasons for all decisions.
- report all decisions to the full Governing Body.
- inform the Governing Body of the financial requirement of the decisions made.