



# Princes Primary School

## **FINANCE AND PERSONNEL COMMITTEE TERMS OF REFERENCE 2025-2026**

The responsibilities of the Finance and Personnel Committee are set out in the terms of reference below.

The committee is authorised to recommend the level of delegation to the head teacher for the day-to-day financial management of the school.

The headteacher can:

- Make decisions on spending up to the value of £3,000
- Approve contracts up to the value of £5,000
- Vire sums up to a limit of £10,000.

### **FINANCE**

- In consultation with the Headteacher, to draft/approve the first formal budget plan of the financial year
- To establish and maintain an up to date 3-year 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 of the City Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To 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 prepare financial statements for inclusion in the governing body report to parents
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To exercise virement between budget headings as necessary and up to an agreed maximum
- To prepare and review financial policy statements, including consideration of long-term planning and resourcing
- To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
- To authorise staff to have responsibility for signing orders, invoices and petty cash claims.
- To authorise the Headteacher to enter into contracts up to an agreed limit
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school
- To agree a statement of best value annually
- To respond to any audit reports on the management of the budget and financial procedures
- To review the school lettings policy.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To have regard for matters relating to access and accessibility for all during any decision-making process.

## PERSONNEL

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To establish and review a Performance Management policy for all staff
- 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 make recommendations on personnel related expenditure
- To consider any appeal against a decision on pay grading or pay awards
- To formulate and review staffing and personnel policies
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Headteacher's, Deputy Headteacher's and teachers' salaries as required by the Pay and Conditions documents.
- To have regard for matters relating to access and accessibility for all during any decision-making process.

<b>NAME OF GOVERNOR</b>	<b>DATE OF APPOINTMENT</b>
Andy Covell (Chair)	16.03.23
Peter Hawkins	16.11.21
Thomas Clements	23.06.22
Colin Hughes	N/A
Joanne Cree	N/A
Maxine Cooper	N/A
Helen McCowen	N/A

**QUORUM – 50%**

Reviewed 20<sup>th</sup> November 2025



# Princes Primary School

## **HEALTH AND SAFETY AND PREMISES COMMITTEE TERMS OF REFERENCE 2025-2026**

The responsibilities of the Health and Safety and Premises Committee are set out in the terms of reference which are reviewed annually by the Governing Body.

- 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 make recommendations to the Finance and Personnel committee on premises-related expenditure
- In consultation with the Head Teacher and the Finance and Personnel Committee, 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 an Asset Management Plan
- To establish and keep under review an Accessibility plan and have regard for matters relating to access and accessibility for all during any decision making process.
- To monitor, and report regularly to the Governing Body on:
  - Energy
  - Cleaning
  - Grounds Maintenance
  - Security
  - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
- To approve the costs and contracts for maintenance, repairs and decoration within the budget allocation.
- To review and advise the Governing Body on all matters relating to Community Use, including the charging policy.
- To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the school.

<b>NAME OF GOVERNOR</b>	<b>DATE OF APPOINTMENT</b>
Anne Sweeney (Chair)	23.06.23
Andy Covell	16.03.23
Kristie Brady	20.11.21
Colin Hughes	N/A
Joanne Cree	N/A
Helen McCowen	N/A



# Princes Primary School

## DISCIPLINARY COMMITTEE TERMS OF REFERENCE 2025-2026

- To hear representations concerning the potential dismissal of an employee or the imposition of a lesser sanction to determine an appropriate outcome within their delegated powers.
- The committee will operate in accordance with the School Staffing (England) Regulations 2009 and any subsequent amendments, which apply to all maintained schools.

<b>NAME OF GOVERNOR</b>	<b>DATE OF APPOINTMENT</b>
Andy Covell (Chair)	16.03.23
Jayne O'Toole	14.02.24
Kristie Brady	20.11.25

**QUORUM – minimum of 2 governors**

Reviewed 20<sup>th</sup> November 2025



# Princes Primary School

## APPEALS COMMITTEE TERMS OF REFERENCE 2025-2026

- To consider any appeal against a decision to dismiss a member of staff made by the Headteacher
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures, e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy
- To make any determination or decision under the Governing Body's General Complaints Procedure for parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints procedure, in respect of National Curriculum disapplication, and the operation of the Governing Body's Charging Policy
- To have regard for matters relating to access and accessibility for all during any decision-making process

<b>NAME OF GOVERNOR</b>	<b>DATE OF APPOINTMENT</b>
Peter Hawkins (Chair)	16.11.21
Anne Sweeney	23.06.23

**QUORUM – minimum of 2 governors**

Reviewed 20<sup>th</sup> November 2025



# Princes Primary School

## HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE TERMS OF REFERENCE 2025-2026

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set.
- To have regard for matters relating to Access and accessibility for all during any decision making process.

This committee meets as and when required

<b>NAME OF GOVERNOR</b>	<b>DATE OF APPOINTMENT</b>
Peter Hawkins	16.11.21
Andy Covell	16.03.23

**QUORUM – 1 governor** Reviewed

20<sup>th</sup> November 2025