

THORNEY ISLAND COMMUNITY PRIMARY SCHOOL

GOVERNORS' STAFFING, FINANCE, PREMISES and COMMITTEE

PURPOSE, MEMBERSHIP AND MEETINGS

To provide strategic management and oversight of the Schools non-academic functions.

The committee shall meet at least once a term. It shall consist of eight governors including the Headteacher. Three governors shall comprise a quorum.

TERMS OF REFERENCE

It is the responsibility of the Finance, Premises and Staffing Committee:

1. To keep under review and monitor the level of current expenditure and the overall financial position of the school.
2. To consider alongside the School Improvement Plan and approve the annual school budget.
3. To monitor the implementation of the approved budget, including in-year expenditure, and authorise virements where necessary.
4. To monitor the operation of the School Fund and ensure effective financial management procedures are maintained.
5. To ensure that the school maintains a high standard of financial accounting and complies with the School Financial Value Standard (SFVS) and other specified financial controls.
6. To advise the Governing Body on all other financial matters affecting the school.
7. To review annually the Pay Policy, monitor its implementation, and present recommendations to the Governing Body for approval.
8. To review and monitor the school's Health and Safety Policy and ensure its effective implementation, including conducting an annual Health and Safety audit.
9. To review and monitor the school's Security Policy and Emergency Action Plan.
10. To ensure that fire safety procedures, including alarm systems and fire drills, are carried out appropriately.
11. To ensure that water safety measures and regular health and safety checks are undertaken.
12. To monitor minor building works, property maintenance, and the development of the school grounds for which the Governing Body has responsibility.
13. To make recommendations to the Governing Body regarding major capital works, improvements, and premises development, taking account of the school's Accessibility Plan.
14. To maintain and review a shadow staffing structure and carry out an annual review of staffing levels, including a review of the salaries and allowances of teaching and non-teaching staff.
15. To make all necessary arrangements for the appointment of the Headteacher and Deputy/Assistant Headteacher on behalf of the Governing Body.

16. To establish, where necessary, an Appointments Panel consisting of at least two governors and the Headteacher to manage staff appointments and disciplinary hearings.
17. To promote the welfare of all staff and ensure that grievance, disciplinary, and employment procedures are followed appropriately where required.
18. To maintain oversight of the Teacher Appraisal process and to review the performance of the Headteacher alongside an external adviser.

MATTERS DELEGATED TO THE HEADTEACHER

The allocation, administration and management of all aspects of the school's financial resources within the School Budget Share and Standards Fund money; The virement of resources as necessary and within the £10,000 limit laid down by the Governing Body.

To manage the deployment of supply teachers, students, temporary staff and ancillary staff.

To consider and determine applications for part time and flexible working patterns in accordance with the relevant WSCC policies.

Date Agreed: 17 September 2026

Signed Mr Peter Lovell
Chair of Staffing, Finance & Premises and Committee/Chair of Governors