

Flyford Flavell Primary School – Terms of Reference for Finance, Premises & Personnel Committee

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year and submit it to the Governing Board for approval.
- To establish and maintain an up-to-date 3 year financial plan, as well as scrutinising the budget to ensure priorities are set to establish best pupil outcomes.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of Worcestershire County Council and DCFS
- To determine whether sufficient funds are available for pay increments approved under the Performance Related Pay policy and scrutinising all performance management procedures.
- To annually review charges and remissions policies and expenses policies.
- To make decisions on expenditure following recommendations from other committees.
- To scrutinise that the School is compliant with all relevant Health and Safety regulations
- To take reasonable measures to ensure that the premises are safe and without risk to health
- To review the staffing structure and its affordability in consultation with the Headteacher to ensure best pupil outcomes.
- To oversee and approve the recruitment process with appropriate delegation to the Headteacher.
- *Additional items which the Governing Board may decide to delegate to the Finance Premises and Personnel Committee as and when necessary*

* The Headteacher Performance Review Group could be partly formed from this committee, but its members should have received the appropriate training and there should be an appropriate external independent member

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.

These terms of reference agreed by the Governing Body		14.10.2025
Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Rosalind Brotherton	G	01/10/2014
Anne Howarth	G	01/10/2014
Martyn Palmer	G	01/10/2018
Tania Jones	G	01/09/2025
Cat Wood	G	01/09/2025
Linda Robinson	G	01/02/2021
Chair of the Committee	Tania Jones	
Clerk to the Committee	Charlotte Patterson	
Quorum (minimum of 3, committee can determine higher number)	3	
Date Committee established	01/10/2014	
Date of review:	Annually	