Browick Road Primary School & Nursery

FPP 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 3 year financial plan that is well aligned to the school's SIDP
- To ensure that the school operates within the Financial Regulations of the County Council
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure, above threshold of £5,000
- To determine whether sufficient funds are available for pay increments in line with the Performance Management process and recommendations
- Ensure completion of Statement of Internal Controls (SIC) and implement any resulting action plan
- To review and contribute to the efficient spending of Pupil Premium and Sports Funding
- To oversee writing and submission of SFVS
- To oversee the transition of the new GDPR regulations and oversee the ongoing management
- To undertake benchmarking of spend against other comparable schools and agree any actions that may arise from this

Personnel:

- To review the staffing structure in consultation with the Headteacher
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- 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 consider any appeal against a decision on pay grading or pay awards

* if an appeal was to take place regarding pay an independent governor would be required to be involved in the panel and not a governor with involvement in making the pay decision

Premises:

- To advise the Governing Board on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To carry out an annual premises inspection (to include accessibility) and follow through on associated actions/recommendations

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*

Members:

- In line with a change of governance approved at the September 2021 Full Governors meeting, all members of the Governing Board are invited to attend FPP Committee meetings. However, attendance is not compulsory and every effort will be made to ensure attendance is quorum and that those with any actions attributable to them attend the following meeting where possible.
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Chair of Committee

Clerk to the Committee Jo Bolver

Quorum (Min 3)

Terms of Reference Agreed 10.11.25

Terms of Reference Reviewed 10.11.25