

**FARNDON COMMUNITY PRIMARY SCHOOL GOVERNING BODY  
LEADERSHIP & MANAGEMENT COMMITTEE  
TERMS OF REFERENCE 2025 - 2026**

**Membership**

To be appointed by the Governing Body at the start of each school year and to include the Headteacher.

*Disqualification:* any 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 individual employed to work at the school.

**Chair:** to be appointed by the Committee at the start of each school year.

**Quorum:** 3 members

**Terms of reference**

- ❖ To propose the annual budget for the school and the three-year financial plan, for approval by the Governing Body.
- ❖ To ensure that the school operates within the Financial Regulations of the Cheshire West & Chester and the scheme of delegation.
- ❖ To decide on the use of devolved capital.
- ❖ To make decisions in respect of service agreements.
- ❖ To monitor the budget including virement decisions and report progress and significant changes to the Governing Body.
- ❖ To oversee funding bids.
- ❖ To advise the Governing Body on priorities for the maintenance and development of the premises and to oversee arrangements for building and maintenance.
- ❖ To monitor health and safety.
- ❖ To set policies for the charging of fees including fees for the use of school premises.
- ❖ To annually review/approve the School staffing structure and pay structure as set out in the Pay policy.

To delegate the Pay committee with responsibility for the following who will report to the Finance committee and FGB as necessary;

- To ensure performance related pay is reviewed against evidence of teacher standards as stated in the Pay Policy and provided by the Headteacher.
- To ensure the Pay committee meet to discuss any pay progressions based on written recommendations by the Headteacher.
- If required, to ensure the Pay Appeals committee meet to consider any appeal against a decision on pay grading or pay awards

To develop personnel policies for the Governing Body's approval including:

- Appointments
- Performance management
- Staff discipline, capability and dismissals
- Staff grievances
- Redundancy
- Consultation with staff
- Staff absence
- Other matters affecting the working conditions and well-being of staff

To monitor implementation of personnel policies and review them as necessary.

To deal with staff grievances, with the power to coopt governors not in membership of the committee if required

To act as the Staff Dismissal Committee in cases of dismissal on grounds of discipline or capability and to act as the Staffing Appeals Committee within the redundancy procedure adopted by the Governing Body

To monitor Premises related matters

To advise on other personnel matters.

*Date Approved: September 2025*