

ELEANOR PALMER PRIMARY SCHOOL STAFFING AND RESOURCES COMMITTEE

TERMS OF REFERENCE October 2026

Membership

The Committee will comprise three members (no fewer than three governors plus up to two associate members as agreed by the governing body). The following members have been appointed for the 2026-2027 academic year.

Shane Duffy (Governor, Chair) - voting
 Boris Telyatnikov (Governor) - voting
 Natalie Stevenson (Governor/ Ex Officio) - voting
 Sally Hill (Governor/Ex Officio) - voting
 Observer: Vicky Green (School Business Manager) - non-voting
 Tim Peake (Governor/Associate member) - non-voting

Quorum

The quorum for meetings of the Committee is 3 (or more) governors, including at least 2 governors who are not staff members.

Chair

The Chair will be appointed by the Governing Body.

Meetings

The Committee will meet three times per year (at least once per term), in advance of the main governing body meeting, with additional meetings as necessary.

General: all committees have the following responsibilities:

1. To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the governing body to fulfil its strategic role.
2. To contribute to, monitor and evaluate relevant parts of the self-evaluation summary, the school development plan and other data, reporting or making recommendations to the full governing body.
3. To review school policies where needed, having regard to changes in legislation and any guidance issued by the Secretary of State, and to approve amendments, report to, or make recommendations to the full governing body as appropriate.
4. To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.

5. To monitor the school's safeguarding policies and procedures as they relate to the Committee's specific area of responsibility, and to ensure that any shortcomings are identified and addressed.

6. To take appropriate action on any other relevant matter referred by the governing body.

Specific

A: Staffing

1. review the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school development plan;

2. review and implement appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence and pay - ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document, that all principles of good and fair employment practice and relevant professional standards are adhered to and that staff and trade unions are consulted as appropriate and all legal requirements fulfilled;

3. review the appraisal/performance management policy and how staff objectives and CPD are linked to school improvement priorities

4. to oversee the appointment procedure for all staff and to conduct exit interviews.

5. ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and professional development and to report any emerging issues to the governing body;

6. ensure the school complies with the latest requirements in relation to safer recruitment and associated safeguarding procedure;

7. consider any issues referred by the headteacher outside any scheme or policy adopted by the governing body.

8. The co-heads' appraisal review panel is separate to the staffing committee and will consist of 3 members (no fewer than 2 governors) appointed at the start of each academic year to: carry out the Headteacher's annual performance management and make a decision in relation to pay progression, and set targets for the following year for the Co-headteachers

B: Safeguarding

Ensure that committee members have oversight of relevant aspects of safeguarding around resourcing, staffing and premises management, including reviewing a copy of the safeguarding link governor's termly report.

C. Finance, Audit and Procurement

1. Oversee the school's financial management, ensuring compliance with LA, DfE and SFVS requirements.

2. Monitor termly budget reports, ensuring appropriate action is taken and reporting to the Governing Body.
3. Prepare and present the annual budget for Governing Body approval, reflecting school priorities.
4. Develop medium- and long-term financial plans aligned with staffing and premises needs.
5. Monitor and evaluate the use and impact of Pupil Premium and Sports Premium.
6. Undertake financial benchmarking against similar schools.
7. Review and recommend the SFVS annually, monitoring follow-up actions.
8. Oversee policies relating to governors' allowances and financial procedures.

Delegated Authority (see detailed Schedule of Delegated Authorities):

- Write-off debts over £100 and under £1,000.
- Dispose of non-capital assets valued over £1,000 and under £100,000.
- Approve expenditure and virements between £5,000 and £50,000.
- Approve contracts for services over £5,000, review tenders, and maintain a contract register.
- Monitor voluntary/private funds and ensure annual independent audit.
- Monitor implementation of audit recommendations.

D. Premises, Health and Safety

1. Develop medium- and long-term premises plans, including maintenance and capital projects.
2. Monitor compliance with statutory premises and health & safety requirements.
3. Approve the lettings and charges policy for school premises.

4. Review health & safety and emergency policies, ensuring risk assessments and checks are carried out.

E. Statutory Policies and Documents

The following policies must be approved by the full Governing Body: Pay policy Staff Discipline, Conduct and Grievance, Safeguarding and child protection Policy, Organisational Change Policy & Procedure.

Please see separate policy document for additional policies related to staffing that this committee has delegated powers to approve.

The Committee has delegated powers to approve the following resources policies: Data protection, Data Protection Breach Response and Data Retention, Complaints Procedure, Charging and Remissions, Freedom Of Information, Health and safety, Accessibility plan, Central record of recruitment and vetting checks, Governors' allowances, Premises management, Premises Management Documents, Use of Pupil Premium, Use of Balances, Fire Procedure, Agreement on Use of Credit Cards, Financial Procedures, Lettings, ICT User Agreement

Review

These Terms of Reference will be reviewed annually by the Committee and ratified by the Full Governing Body.

Approved by the Committee on: 1st October 2025