



HOLY TRINITY C OF E PRIMARY SCHOOL, NW3

Finance, Safeguarding and Human Resources (FSHR) Committee Terms of Reference

Responsibility for Finance, Safeguarding and Human Resources is shared between the Head, teaching staff, governors, the LA and the Secretary of State. In order to assist the full governing body in fulfilling its duty in the role, a sub-committee will meet at least once a term and report back to the full body. Policy statements and decisions affecting the budget or the timetable will be reported back to the full governing body for discussion and ratification.

MEMBERSHIP

The Committee shall comprise a minimum of 3 members of the governing body in addition to the Head Teacher. The Committee shall appoint a Governor responsible for Health and Safety, Safeguarding and Child Protection and may appoint a Governor responsible for admissions.

QUORUM

The quorum shall be 3 members, including the Head Teacher or the Head Teacher's delegated representative.

FUNCTION

The Committee shall act on behalf of the governing body in carrying out the following functions which have been delegated to it by the governing body:

1. To organise Health and safety checks
2. To monitor and update the Health and Safety policy
3. Review policies as delegated by the governing body
4. To write and update access plan
5. Ensure there is a strategy and budget for repairs and maintenance
6. To agree building development works
7. Write school action plan for buildings
8. Ensure the school has appropriate building insurance and personal liability insurance
9. Contribute to local authority assets management planning arrangements
10. Draw up a charging and remissions policy for all activities
11. To prepare the first formal budget plan and monitor monthly expenditure
12. Oversee the maintenance of the Register of Governors' Business Interests
13. To agree pay policy and performance management policy
14. Agree pay discretions
15. To ensure best value principles are followed
16. To enter into contracts
17. To approve expenses and make payments
18. To agree and make changes to lettings policy
19. To control the governors' accounts, including preparing the accounts
20. To convene a panel for the following purposes
 - Interviewing and appointing staff as appropriate
 - Interviewing certain grades of staff for internal promotion
21. To advise the Head Teacher on the following issues, for which the Head retains formal responsibility:
 - The management structure
 - The staffing complement – both teaching and support staff
 - Job descriptions and person specifications
 - Suspension or transfer of staff

- General personnel issues.
22. To make recommendations, among other things, on the following issues, for which the full governing body retains the decision-making responsibility:
- The school pay policy and related performance management and CPD policies
 - The Head Teacher's job description
 - Reviewing the Head Teacher's performance
 - Discretionary payments to staff
 - The staff code of conduct (in consultation with staff)
 - Disciplinary proceedings (including selection of governors who will constitute a Disciplinary Committee and a Disciplinary Appeals Committee)
 - The Pay Appeals Committee
 - Employment Tribunal proceedings
 - Liaison with the Unions if needed
23. To monitor and evaluate:
- Staff training and development
 - The performance management process
 - The quality of leadership and management
24. To monitor:
- Arrangements for admissions
 - Pupil attendance, including exclusion
 - The quality of behaviour, safeguarding and welfare of learners

MEETINGS AND REPORTING

The Committee shall meet as necessary, normally once a term, and shall report termly to the governing body.

REVIEW

These terms of reference will be reviewed each year.

This version was adopted by the Full GB on 12 November 2025 and will be reviewed annually.