

PAY AND PERSONNEL COMMITTEE

Membership

The Pay and Personnel Committee shall consist of at least five governors and the Head teacher and will include the Chair of Governors and the Chair of the Finance Committee.

Three or four governors who are members of the Pay and Personnel Committee will act as the Pay Committee. The members of the Pay Committee will include the Head teacher, the Chair of Governors and the Chair of the Finance Committee. The Chair of the Pay Committee may not be the Head teacher.

Meetings and Quorum

The Committee shall meet once a term and otherwise, as required. The quorum for a committee meeting shall be 3 governors, including the Head teacher or her nominated deputy.

Any Pay and Personnel Committee member who has a financial or other interest in a matter under discussion must withdraw from the meeting.

Clerk

The Clerk to the Committee will ensure that agendas and papers for each meeting are sent out seven days in advance.

Terms of reference

Policies, appointments and safeguarding

- (a) To keep under review and implement policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts), performance management and staff development and to refer any changes to policies to the Governing Body for approval or to note required, consulting with staff where appropriate.
- (b) To monitor the coherence and effectiveness of the professional development programme for staff and opportunities provided for promotion to ensure that it is based on staff needs including the needs of newly qualified teachers and teachers at an early stage in their career.
- (c) To ensure that middle leaders are developed and to consider succession planning and the development of future leaders in the school.
- (d) To ensure that at least one member of the Committee has completed the accredited safer recruitment training and to monitor the effectiveness of the School's safeguarding procedures, including the single central record.
- (e) To monitor the impact of the equality policy in relation to recruitment and promotion.
- (f) To keep under review the policy on staff consultation.
- (g) To approve the staffing complement and structure in consultation with the Head teacher and in relation to the School Vision Plan.
- (h) To monitor recruitment and appointments. (Staff appointments outside the leadership group are delegated to the Head teacher and Chair of Governors.)
- (i) To review training requirements as they relate to the school budget.

- (j) To ensure that a teacher is appointed as the Special Educational Needs and Disability Co-ordinator (SENDCO) and has received appropriate training.
- (k) To nominate from their number a Governor to carry out the Head teacher's Performance Management Review with the Chair of Governors, a specialist external consultant and the Head teacher.
- (l) To ensure the necessary arrangements are in place for the performance management of teaching staff, that an up-to-date job description is available for each member of staff and to receive regular updates from the Head teacher on the implementation of performance management with reference to the School Vision Plan.
- (m) To review and approve an overall Pay Policy for all staff including teachers in accordance with the current School Teachers Pay and Conditions Document and for non-teaching staff in accordance with the National Joint Council for Local Government Service or other appropriate bodies.
- (n) To ensure that the Finance Committee is appraised of any financial implications before implementing any decisions that will impinge on the budget.
- (o) To keep under review the school's capacity for supporting other schools
- (p) To have regard to the requirement of current legislation
- (q) To ensure policies delegated to this committee by the Governing Body (as set out in the policy schedule) are reviewed, updated and approved.
- (r) To report the Committee's resolutions and recommendations to the next full meeting of the Governing Body.
- (s) To keep the terms of reference under review and recommend any changes to the Governing Body.
- (t) To determine any other matters referred to the Committee by the Governing Body.

Pay

- (a) To review and determine each year the levels of pay for all teaching staff. This must be within the approved budget and in accordance with the current School Pay Policy
- (b) To review and determine each year the levels of pay for all non-teaching staff. This must be within the approved budget and in accordance with the current School Pay Policy.
- (c) To determine any other pay matters in accordance with current legislation, good practice and advice (where necessary) from HR advisors, AfC and SDBE.
- (d) To ensure policies delegated to this committee by the Governing Body (as set out in the policy schedule) are reviewed, updated and approved.
- (e) To report the Committee's resolutions and recommendations to the next full meeting of the Governing Body.
- (f) To keep the terms of reference under review and recommend any changes to the Governing Body.
- (g) To determine any other matters referred to the Committee by the Governing Body.

