

## **PAY AND PERSONNEL COMMITTEE**

### **Quorum:**

Not less than three governor members of the committee.

### **Terms of reference:**

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish disciplinary/capability procedures and recommend to the whole governing body for approval; review procedures and to recommend changes
- To develop, on an annual basis, the staff complement and appointment process within which the head may make appointments during the year
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To monitor the school's selection and recruitment process and make recommendations for changes to the head, as appropriate
- To establish and review an Appraisal 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 make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

### **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

Agreed by Governors: 24.09.18

## **Policies which could come under the Personnel Committee remit**

Appraisal (Statutory Policy)

Staff Discipline (Statutory Policy)

Pay Policy (Statutory Policy)

### **Role:**

#### **Autumn Term**

##### Statutory

Review whole school pay policy

Review Staff Salary points

Review Appraisal Policy

Conduct Headteacher's Appraisal review

Review and determine the head's salary (backdated to 1<sup>st</sup> September)

##### Non-Statutory

#### **Spring Term**

##### Non-Statutory

Review staff structure

#### **Summer Term**

##### Statutory

Provide the head, deputy and all teachers with details of the statement of their position on the salary spine effective from 1<sup>st</sup> September

Review Appraisal Policy

##### Non-Statutory

Review job descriptions

Review staff attendance

Staff salaries review