



St Joseph's Primary School

Staffing and Pay Committee

TERMS OF REFERENCE 2023/24

General Terms

- to act on matters delegated by the full governing body
- to liaise and consult with other committees where appropriate
- to contribute to the School Development plan
- to consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- a minimum of three governor members of the committee to form a meeting. For voting purposes, foundation governors should outnumber other governors by two – if numbers present do not reach the required number for voting, recommendations can be made to the full governing body where a vote may then be taken.

Meeting conventions

- the committee shall meet at least three times per year (each term) plus any additional meetings required to meet its responsibilities
- the committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- the committee shall elect a chair of the committee from its number, this role cannot be undertaken by a staff member
- staff members of the committee should not take part in any decisions surrounding audit matters or those relating to other members of staff and may be requested to leave the meeting when any such discussions take place
- in the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

- the committee will appoint a clerk to minute discussions and record decisions taken at meetings, in the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (excluding the Headteacher)
- draft minutes of meetings will be circulated with the agenda for the next committee meeting and will be presented at the meeting for approval by the chair.
- any decisions taken must be determined by a majority of votes of committee members present and voting – no vote can be taken unless the majority of those present are foundation governors (see quorate arrangements above). In the event of a voting tie, the Chair of the committee has a casting vote.

Membership

- Chairperson to be elected by the committee at the first meeting of the autumn term.
- Other Members to be the Headteacher and those governors appointed by the Governing Board; membership of the committee will be determined by the Governing Board and must include foundation governors who should outnumber other governor committee members by at least two.
- Advisors or specialists may be co-opted for temporary periods as necessary with no voting rights.
- Any changes to the membership must be referred to the full Governing Board

The committee shall operate within any general or particular policy guidelines of the Governing Board.

Areas of responsibility

The Committee shall oversee and monitor arrangements relating to staffing and personnel; implement, review and apply a school Pay policy for all staff in line with legislation; and ensure arrangements for the Headteacher's performance management review are in place and follow statutory guidelines.

The committee has responsibility delegated by the Governing Board to:

- To review the staffing structure of the school, ensuring it meets the requirements of the school development plan, the curriculum and is affordable.
- To establish and oversee the operation of the school's staff Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To annually review procedures for handling staffing issues and ensure that staff are kept informed of these.
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures, as necessary.
- In consultation with staff, to oversee any process leading to staff reductions
- Sanctioning the dismissal or suspension/end of suspension of staff with the exception of the Headteacher.
- To approve appointments of teaching and support staff and changes to existing employment contracts, eg changes to grade, hours, etc ensuring the full Governing Board is kept informed of decisions and seeking agreement where financial implications arise as a result of staffing changes
- Monitoring the impact of staff appraisal and CPD on teaching and learning, identifying and building on the range of curriculum expertise amongst staff.
- Monitoring staffing levels and provide relevant information and forecast of budget requirements to the Full Governing Board at the appropriate time each year.
- Review and consider staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates.
- Ensuring appropriate succession planning is in place for all staff, and for the membership of the committee
- Approve policies relating to staffing and related issues

Implementation and application of a Pay policy for school staff

The **Staffing & Pay Committee** is responsible for:

- establishing a Pay Policy for all staff; reviewing the outcomes and impact of the policy on an annual basis; overseeing the application of the approved Pay policy and appraisal system
- taking decisions regarding the pay of the deputy, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- taking decisions regarding the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's performance review, submitting reports of these decisions to the Governing Board
- ensuring that the Headteacher is informed of the outcome of the decision of the Staffing & Pay Committee and of the right of appeal.

The **Governing Board** is responsible for:

- approving the pay policy on an annual basis
- providing evidence of the operation of the pay policy, recording of pay decisions taken and equality impact, which will be provided to union representatives upon request.

The **Headteacher** is responsible for:

- ensuring that pay recommendations for the deputy, classroom teachers and support staff are made and submitted to the Staffing & Pay Committee in accordance with the terms of the policy
- advising the Staffing & Pay Committee
- ensuring that staff are informed of the outcome of decisions of the Staffing & Pay Committee and of the right of appeal.

Headteacher's Performance Management

A separate panel comprising three non-staff governors will be convened to oversee the appraisal of the Headteacher. The panel must follow the statutory guidance for maintained schools, including:

- Seeking advice from the appointed external adviser when setting objectives and reviewing the performance of the Headteacher.
- Meet with the Headteacher and adviser at the start of the performance review cycle to plan and prepare for the performance review, and set and record

Headteacher objectives relating to school leadership and management and pupil progress.

- Agree arrangements for monitoring the progress of the performance objectives during the year.
- Meet with the Headteacher and adviser at the end of the review cycle to review the head's performance and identify achievements, including assessment of achievement against objectives, and to discuss and identify professional development needs/activities.
- Write a performance review statement and give a copy to the headteacher within ten days of the review meeting, and allow ten further days for the headteacher to add written comments.
- Provide the Headteacher and chair of the governing board with a copy of the headteacher's performance review statement.
- Notify the Headteacher of the decision of the Staffing and Pay committee on pay progression.

Terms of Reference approved by the Full Governing Board on **xxxxxx**

To be reviewed at the Autumn 2024 meeting of the Full Governing Board

Signed: _____

Chair of Governors

Date: