



Personnel and Pay Committee

Main Functions

- To oversee the programme for appraisal in the school.
- To arrange for the appointment of all staff.
- To carry out an annual audit of staffing, including the review of pay for each member of staff.
- To monitor the provision of supply staff.
- To be responsible for staff disciplinary, grievance, capability and redundancy matters.
- To recommend to the Governing Body the school pay policy and to prepare staffing forecasts in liaison with the Finance Committee.

Membership

Minimum of 5 governors, two of whom shall be responsible for the head teacher objectives under Appraisal.

Quorum

3 governors or 50% of committee members whichever is the greater.

Meetings – frequency and times

Minimum of one Personnel Committee per term; additional Pay Committee as required.

Administration

Notice of meetings, Agendas, Minutes and reports to the full Governing Body.

Review by Governing Body

Review of terms of reference, remits and membership every Autumn term.

Terms of Reference

- To review, update and implement the School Pay Policy with appropriate consultation as required;
- To work with the Headteacher to ensure that the appraisal process for all teaching staff is implemented effectively;
- To ensure the effective appraisal of the Headteacher is carried out in accordance with current regulations and appraisal policy;
- To determine the salaries of all teaching staff employed at the School in accordance with statutory and contractual obligations, including annual pay awards;
- To notify, in writing, teaching staff of their annual performance related pay review, which will be effective from 1st September each year;
- To establish fair procedures for addressing pay discrepancies for all staff;
- To ensure that appropriate salary ranges are determined, recorded and advertised through the recruitment process;
- To ensure that recruitment has been duly considered in terms of relevant pay in relation to the candidates skills, experience and competence;
- To consider the recommendations made by the appraiser on the salary of teaching staff, provide appropriate challenge on proposed pay awards and to ensure written notification is issued;
- To formally record all decisions relating to pay;
- To clearly minute the rationale for all decisions and report these to the full Governing Body;
- To ensure the right to raise a pay grievance in relation to pay decisions following the annual salary review, is complied with in a fair, consistent and transparent manner;
- To annually review the terms of reference of the Pay Committee
- To consider government and/or local policies and practices for personnel so that school policies are appropriate and in line with the law.
- Non-teaching staff will be treated in accordance with Local Authority (equal pay) Single Status arrangements (green book).