Sheepy Magna Church of England Primary School
Terms of Reference – Personnel and Pay Committee

Membership

1. The membership will consist of no fewer than 4 governors plus the headteacher.
2. There will be a chair for these meetings agreed by the membership.
3. Minutes will be taken by someone nominated for the purpose who will not be the chair or the headteacher.

The committee can only function if there are a minimum of 3 governors present at the meeting. The committee shall not meet without the headteacher being present or someone nominated by him or her.

The committee will meet at least once every term. It can agree to meet more frequently if this is seen as necessary.

What the committee will do and how it will work

- In consultation with the Headteacher, determine and review the staffing structure of the school to include an agreement regarding the rational and number of job share posts.
- To oversee the appointment procedure for all staff.
- To consider recommendations on staff salaries made by the Headteacher or the Headteacher Performance Management Group and to make appropriate recommendations to the Finance committee.
- To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
- In consultation with staff, to oversee any process leading to staff reductions.
- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To act as "first committee" for formal disciplinary or complaints hearings.
- To review, adopt and monitor a Performance Management and a Pay Policy.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training. The Chair of Governors should not be a Performance Management Governor.
- To review, adopt and monitor the implementation and impact of policies.

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan.
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis.
- To review job descriptions for staff as appropriate and recommended by the Headteacher.
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To consider any appeal against a decision on pay grading or pay awards.
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement.

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.