

## PERSONNEL/STAFFING & PAY COMMITTEE TERMS OF REFERENCE



### The Governing Board, at a quorate meeting, must decide

- The constitution of the committee and its membership
- Procedures for appointing the committee chair – should the chair be elected by the committee or the Governing Board.
- The committee's terms of reference, including its delegated powers.

### The committee members must ensure

- There is a named chair, elected annually.
- There is an agenda for each meeting, circulated not less than seven days in advance except in instances where the chair calls a meeting as a matter of urgency
- The meetings are properly clerked (the clerk may be a governor, but not the Headteacher)
- Minutes are produced and available upon request. Minutes should be confirmed and signed by the chair of the committee within 7 working days and an agenda item at the next meeting.
- Voting is properly conducted (the chair has a second or casting vote except in two instances: where the chair is an associate member (only full governors may have a casting vote); in the case of a panel selecting a Headteacher or Deputy Head, where no-one has a second vote
- Confidentiality is maintained

### Other requirements

- There must be at least three governors on the committee. Staff Governors are not permitted to sit on this committee
- Associate Members may sit on committees provided that the majority of members are governors: the GB will decide what voting rights the Associate Members may have and there must be a majority of full governors present when any vote is taken. Associate Members are statutorily excluded from voting on matters concerning admissions, pupil discipline, the appointment of governors, or the budgetary and financial commitments of the Governing Board.
- The Headteacher may attend all committee meetings, except those dealing with his or her pay and related matters or where a conflict of interest may arise
- The GB retains final responsibility for any decisions taken by its committees

#### 1 **Membership**

Not less than three governors plus the Headteacher.

#### 2 **Quorum**

Two governors plus the Headteacher.

#### 3 **Meetings**

Once a year unless additional meetings are required.

#### 4 **Terms of Reference**

- To regularly review a policy statement on staff consultation for the Governing Board's approval and to undertake any formal consultations.

- To review and recommend for adoption the procedures for dealing with discipline and grievances, and ensure that staff are informed of these.
- To draft and review in consultation with staff, criteria for redundancy to be recommended for the approval of the Governing Board.
- To review and recommend a Pay Policy for the Governing Board's approval including criteria for the use of the discretionary points, and make recommendations about their implementation.
- To review and recommend a Teachers Appraisal Policy for the Governing Board's approval.
- To review and recommend a Support Staff Appraisal Policy for the Governing Board's approval.
- To review staff salaries annually and make recommendations.
- To liaise and consult with other committees where necessary.
- To review the staffing structure, particularly when a vacancy occurs.
- To consider requests for leave of absence which are in excess of those which the Headteacher and Chair are authorised to approve.