



GRAFTON PRIMARY SCHOOL

PERSONNEL, PAY AND PERFORMANCE COMMITTEE

TERMS OF REFERENCE

1. **Membership**

The membership of the Personnel, Pay and Performance Committee (the **Committee**) shall be the Headteacher and at least two (2) governors appointed by the full governing body (the **Governing Body**). The Committee shall have such associate members as the Governing Body shall appoint. The Committee may take, and make, recommendations for these appointments. The convenor is the Chair of the Committee.

2. **Quorum**

- a) The quorum shall be three (3) governors.
- b) The Committee shall not meet without the Headteacher being present or a substantive replacement nominated by the Headteacher.

3. **Responsibilities**

i. Personnel

- a) To establish and review the staffing structure for the school in order to meet the aims of the School Improvement Plan, and to review the structure whenever a vacancy occurs and at least annually in relation to the school's management team.
- b) To ensure that all staff have agreed job descriptions, which are regularly reviewed.
- c) To ensure an effective and robust procedure for the Headteacher's performance management is in place.
- d) To advertise, shortlist and interview candidates for appointment to posts, in accordance with good personnel and equal opportunities practice, and to ensure that all contractual arrangements are in place.
- e) To delegate to the Headteacher the authority to appoint support staff and teachers (including those middle leader teachers with associated financial and curriculum responsibilities, but excluding other middle and senior management appointments), together with any conditions pertaining to these.
- f) To establish and review, as necessary, a range of relevant personnel policies and procedure, which should include:
 - **Consultation:** to establish and keep under review a policy statement on staff consultation for approval by the Governing Body, and to undertake any formal consultations on personnel matters.

- **Discipline/Grievance:** to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
- **Redundancy:** to establish and review, in consultation with staff, criteria for approval by the Governing Body.
- **Staff Absence:** to agree a policy on sickness management, to monitor staff absence and to recommend a policy on supply cover to the Governing Body.
- **Performance Management:** to establish and review a Performance Management policy to ensure that the needs of staff and of the school are met.
- **Pay:** to establish and review a pay policy, in liaison with the Finance and Premises Committee.

ii. Pay

- a) To review and decide staff salaries annually in accordance with the Governing Body and relevant pay and conditions documents.
- b) To draft criteria for the approval of the Governing Body about the use of discretionary elements of pay provisions and make recommendations about implementing them.
- c) To liaise with the Finance and Premises Committee to establish the annual and longer-term salary budgets and other costs relating to personnel (for example, training).

iii. Performance

Staff Dismissal

- a) The initial determination that any person employed to work at the school should cease to work there. (community)
- or
- b) The initial decision that a person employed to work at the school should have his/her contract of employment with the Governing Body terminated or should not have that contract renewed. (voluntary aided)

Pupil Discipline

- c) To be informed by the Headteacher of any exclusion for more than five (5) days or where a pupil loses an opportunity to take a public examination because of her/his exclusion, and of the reasons for the exclusion.
- d) To be informed by the Headteacher where an exclusion that was originally for a fixed period is to be made permanent and of the reasons for this decision.
- e) Where the Headteacher has decided to institute a permanent exclusion, or where the fixed exclusion exceeds five (5) days or prevents a pupil taking an examination, to consider whether the pupil should be reinstated immediately, reinstated by a particular date, or not reinstated, irrespective of any representation from the parents and to work within any timescale laid down in Department for Education regulations.

- f) To review the school's policy on exclusions and to ensure it complies with government legislation.

Complaints

- g) To convene a panel to hear and decide on complaints as required by the Governing Body's complaints procedure (such panel to consist of governors other than the Headteacher).

Appeal

- h) To convene a panel to hear and decide appeals by staff in relation to pay.
- i) To convene a panel to hear and decide on complaints appeals as required by the complaints procedures agreed by the Governing Body (such panel to consist of governors other than the governors that made up the panel whose decision is the subject of an appeal).
- j) To convene a panel to hear any appeal in respect of a decision made by the staff dismissal committee.

General

To attend relevant training courses and review available advice to ensure that the above responsibilities are carried out effectively.

4. Records

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the Governing Body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the Governing Body.

5. Notice of Meeting

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven (7) days' notice of a meeting.

6. Chair and Vice-Chair

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting of each academic year. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

7. Stakeholder Collaboration and Use of Technology

- a) Engage appropriately with stakeholders and, in so doing, ensure stakeholders understand the role, structure and objectives of the Committee and Governing Body.
- b) Whilst ensuring that the participation of governors at Committee meetings is "in person" as far as is possible, the Committee will adapt to the public health situation and governor's work commitments and allow for meetings and/or approvals to be conducted via email, telephone call and/or video conference call, provided that:
- the Chair of the Committee considers it appropriate for such approval to be made in such manner;

- such process may only happen twice during an academic school year (provided that if the public health situation prohibits meetings "in person", this requirement may be waived); and
- it is recorded by the Clerk to the Committee in the relevant minutes of the meeting to which such approval relates.

APPROVED: 19 October 2020

TO BE REVIEWED BY: 18 October 2021