



TRENT CE PRIMARY SCHOOL STAFFING AND PAY COMMITTEE

MEMBERSHIP

- a) The membership of the committee shall be: three governors including one foundation governor and a member of the finance committee.
- b) No governor employed to work at the school shall be appointed to this committee other than the Head teacher
- c) Members of the committee shall be reviewed annually at a meeting of the governing body.
- d) One of those appointed to the committee shall be appointed as chairman/chair of the committee EITHER by the governing body OR by the committee.
- e) Should a vacancy arise on the committee a successor shall be appointed by the governing body at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- f) The governing body shall appoint the clerk who shall not be the head teacher.

QUORUM

The quorum shall be three members of the committee including the Head.

MEETINGS

- a) The committee shall meet at least once a term then as and when necessary to fulfil its responsibilities.
- b) Meetings shall be called by the clerk of the committee or and, wherever possible, seven days' notice should be given to members with an explanation of the purpose of the meeting.

PROCEEDINGS

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be circulated to all members of the committee before being signed by the chairman/chair. A report shall also be submitted to the next meeting of the governing body.



- c) The minutes shall be emailed to the Clerk to the Governors in good time for the Governing Body Meeting that term.

TERMS OF REFERENCE

1. To undertake an **annual review of the staffing** establishment of the school and to recommend to the governing body an establishment for the following year so that proposals can be incorporated in the school's budget plan. Where it is proposed that there will be a reduction or restructuring of the staffing establishment, to ensure that the appropriate staff consultation process is followed.
2. To recommend to the governing body and keep under review **procedures for the appointment of staff** (except for the head and deputy which are prescribed in the School Staffing (England) Regulations 2009) which are compatible with regulations DfE guidance and to maintain a list of governors available to sit on interviewing panels when required.
3. To receive **reports from the head on the management of the school's staffing establishment and on general personnel** issues including the welfare of staff.
4. To consider and make recommendations on the introduction of or amendments to personnel **policies** and procedures.
5. To determine requests for **discretionary leave of absence** outside those provided for in the Personnel Handbook where this responsibility has not been delegated to the head.
6. To deal with any other **personnel** matters which the governing body may refer from time to time except those which are the specific responsibility of a separate committee.
7. To continually keep under review **leadership development** within the management structure of the school to ensure that the appropriate opportunities for CPD are available and encouraged.
8. **COMPLAINTS:** to consider any complaints from staff which the headteacher nor the chair of governors have been able to resolve following the procedure adopted by the governing body;
 - a) On behalf of the governing body to consider any formal complaints which the head and chair of governors have been unable to resolve under the school's complaints procedure.
 - b) In relation to a formal written complaint to acknowledge it, investigate the complaint and send a suitable response to the complainant.
 - c) Where the complainant requests it, to hear representations from the complainant, the head and chair of governors and to send a suitable response to the complainant.
 - d) To monitor annually the formal complaints received and to recommend to the governing body any changes to the school's policies, practices or procedures.



- e) To review annually the school's complaints procedure and the relevant prospectus entry, and recommend to the governing body any changes considered necessary.

9. **SALARIES, APPRAISAL AND EMPLOYMENT ISSUES:** to consider and review the performance management/ Appraisal and pay policies for the school;
- undertake the headteacher's performance management;
 - hear appeals from teachers whose threshold assessment application is unsuccessful;
 - review staff salaries;
 - consider staff grievances or harassment cases.

10. **APPRAISAL (INCLUDING HT)**

- a) To prepare and submit to the governing body recommendations for the adoption of:
- I. performance management/ Appraisal and Capability policy and
 - II. pay policy for the school.
- b) To operate in accordance with statutory performance management framework and the school's adopted policy as follows:
- c) to select an external adviser (LA or LDBS)
- d) to take advice from the appointed external adviser when agreeing objectives and reviewing the head's performance.
- e) to agree performance objectives with the head.
- f) to conduct the head's performance review.
- g) to determine whether the outcome of the head's performance review meets the criteria for pay progression as covered under the adopted pay policy.
- h) to support the head with the annual report to the governing body on performance management arrangements and outcomes.
- i) To hear any appeal by a teacher against entries made within their performance review statement.
- j) To hear any appeal by a teacher employed at the school against the outcome of their threshold assessment application.
- k) To determine annually, as required by the School Teachers Pay and Conditions regulations and within the scope of the adopted performance management and pay policies and the salaries budget adopted by the governing body, the salaries of the **teaching staff** employed at the school.
- l) To determine annually, in accordance with the adopted pay policy, any appropriate regulations and agreements and any other advice issued by the local authority and within the salaries budget adopted by the governing body, the salaries and gradings of **support staff**.



- m) To deal with any other matters relating to salaries and performance management that may be referred by the governing body.

11. GRIEVANCE

- a) To consider staff grievances where there is a referral to the committee under the grievance procedure adopted by the governing body. The committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure
- b) To consider staff complaints of harassment where there is a referral to the committee under the procedure adopted by the governing body. The committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

12. **STAFF DISCIPLINE/DISMISSAL**; in accordance with agreed Capability and Disciplinary Policies, to decide whether:

- a member of staff (including the headteacher) should be dismissed under disciplinary procedures/made redundant/dismissed (including ill-health);
- not to renew a member of staff's contract.

13. **STAFF DISCIPLINE/DISMISSAL APPEAL** to decide whether to uphold or overturn a decision taken by the staff disciplinary/dismissal committee of the governing body which has been referred to this committee for consideration.