

## **PAY & STAFFING COMMITTEE**

### **CONSTITUTION**

#### **ROLE**

1. This Committee is responsible on behalf of the Governing Body for the pay, employment, and discipline including dismissal of any persons employed by the Academy Trust.

#### **COMPOSITION**

2. The Committee is to consist of five or more Governors, including one Member appointed Governor and the Headteacher (or a Deputy Head in his/her unavoidable absence) but with no vote on pay matters.

3. At the Chair's discretion, the Headteacher (or the Deputy Head if representing) may be invited to withdraw when sensitive matters such as the Headteacher's pay are being discussed.

4. In addition, the Committee may from time to time co-opt persons with particular expertise or to make a quorum. Any co-opted members are not eligible to vote unless they are governors.

5. A quorum is three governors.

#### **CHAIR VICE CHAIR AND APPOINTMENTS**

6. The Chair and Vice-Chair are to be elected in accordance Governing Body Standing Orders except that staff governors are not eligible for election.

7. Two governors, normally including the Chair or Vice Chair of the Governing Body and a member of the Committee, are to be appointed by the Governing Body at its first meeting of each academic year to set and assess the Headteacher's annual performance objectives.

#### **MEETING FREQUENCY**

8. The Committee will normally meet twice each year.

#### **TERMS OF REFERENCE**

9. **General.** The Committee is to:

- a. Liaise with the Finance, Audit & Risk Committee.
- b. Work within the agreed budget and request authority from the Finance, Audit & Risk Committee if a proposed staffing action would materially breach the budget.
- c. Make appropriate reports of actions and/or recommendations to the Governing Body.
- d. Ensure that the minutes of meetings are kept and distributed as directed by the Governing Body.

10. **Voting Procedure.** Only governors may vote except that staff governors and the Headteacher may not vote for matters affecting pay. In the event of a tie, the Chair of the Meeting has a casting vote.

11. **Pay Matters.** The Committee is to act in accordance with all employment and equal opportunities legislation and practice current at the time. It has executive powers as specified below and is to report decisions made as required by the Governing Body except that the salaries of individuals are only to be divulged on a 'need to know' basis. When the pay of individual staff members is discussed, the staff governors are to withdraw and the minutes of those discussions and any decisions are to be confidential to non-staff governors. All recommendations for pay increases are to be considered against national and other relevant criteria which are proper, consistent, accepted, affordable and 'value for money'. Any employee may make representations to the Pay & Staffing Committee but is not to be present at any discussion or vote on their own pay. The executive powers are to:

- a. Agree the Pay Policy annually.
- b. Consider and agree, reject or modify as appropriate the Headteacher's recommendations for:
  - Threshold Applications
  - Leadership Team Progressions
  - Upper Pay Scale Progressions
  - Other Requests
  - Miscellaneous awards eg Recruiting and Retention payments.

The Headteacher's recommendations are to be supported by appraisal reports and other relevant information.

- c. Undertake an annual review of the Headteacher's salary (working on the recommendations of the Governors appointed to conduct the review (see Paragraph 12.e below). The Headteacher may make representations but is to withdraw from any discussion or vote on his own pay.
- d. **Set Support Staff Pay.** New job evaluations or changes to existing ones are to be undertaken by a subcommittee consisting of the Headteacher, the Bursar and an appropriately trained governor.

12. **Staffing Matters – Executive Powers.** The Committee has delegated executive powers as listed below and is to report its actions and/or recommendations to meetings of the Governors as appropriate or as required by the Governing Body.

- a. Examine the Headteacher's analysis of staffing requirements for the coming academic year (the Staffing Plan) and if within budget, or otherwise with the agreement of the Finance, Audit & Risk Committee, agree any required changes to numbers of staff and related allowances.
- b. Agree the annual Staff Development Plan.
- c. Agree to requests for sabbaticals.
- d. Approve policies as listed below and others for which the Link Governor sits on the Committee.
- e. Receive and consider the report made by two Governors (normally the Chair or Vice Chair of Governors and a member of the Committee), who have been appointed by the

Governing Body to set and assess the Headteacher's annual performance objectives and to set performance targets for the following year.

f. Receive and consider all reports relevant to staffing.

13. **Chair's Executive Action – Dismissal.** The Chair (or Vice Chair in the Chair's absence) and the Headteacher have joint delegated authority to dismiss staff on probation or within their statutory qualifying period.

14. **Chair's Executive Action – Support Staff Notice.** The Chair (or Vice Chair in the Chair's absence) and the Headteacher have joint delegated authority to require a four month notice for important support staff at their recruitment and to define which posts are 'important'.

15. **Policy Reviews.** The Committee has delegated authority to approve policies for which the Link Governor sits on the Committee. Additionally, the following policies are to be reviewed within the schedule agreed by the governing body:

Staff Pay

Appraisal Teaching Staff

Appraisal Support Staff

Induction of New Staff

Redundancy Procedure

Staff Development

Staff Discipline & Grievance

Sabbaticals & Exchanges

Staff Leave of Absence

Whistleblowing

#### **CHAIR'S ACTION**

16. In consultation with the Headteacher in all matters other than those relating in any way to his/her salary, the Chair has delegated authority to act in all matters relating to these Terms of Reference when urgent action is needed in the interests of the School. Any such action is to be reported at the next meeting to be considered for ratification.