

BISHOP WORDSWORTH'S SCHOOL

GOVERNORS 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:
 - a. Five or more Governors, including one Member appointed Governor and one Staff Governor (other than the Headmaster). All staff governors, except the Headmaster are to withdraw when pay issues are discussed.
 - b. The Headmaster (or the Deputy Headmaster in his unavoidable absence) but with no vote on pay matters. The Headmaster (or Deputy Headmaster) is to withdraw when the Headmasters' pay is being discussed.
3. 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.
4. A quorum is three Governors.
5. The Company Secretary should be the minuting secretary.

CHAIR VICE CHAIR AND APPOINTMENTS

6. The Chair and Vice-Chair are to be elected in accordance with Paragraph one of Section 4 (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 Headmaster's annual performance objectives.

MEETING FREQUENCY

8. The Committee will normally meet twice each academic year.

TERMS OF REFERENCE.

9. **General.** The Committee is to:
 - a. Liaise with the Governors' Finance & Audit Committee.

- b. Work within the agreed budget and request authority from the Finance and Audit 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 Headmaster 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 from the Meeting 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/ modify as appropriate the Headmaster's recommendations for:
 - Threshold Applications
 - Leadership Team (LT) Progressions
 - Upper Pay Scale (UPS) Progressions
 - Other Requests
 - Miscellaneous awards eg Recruiting and Retention payments.
- The Headmaster's recommendations are to be supported by appraisal reports and other relevant information.
- c. Undertake an annual review of the Headmaster's salary (working on the recommendations of the Governors appointed to conduct the review (see Sub Para 12e below). The Headmaster 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 Headmaster, 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 Headmaster'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 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 Headmaster'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 Headmaster have joint delegated authority to dismiss staff on probation.

14. **Chair's Executive Action – Support Staff Notice.** The Chair (or Vice Chair in the Chair's absence) and the Headmaster 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 annually; most in the Spring Meeting except for the Performance Management and Pay policies which will be taken if possible in the Autumn Meeting:

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 Headmaster in all matters other than those relating in any way to his 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.