

Mortimer St. John's Church of England Infant School

Terms of Reference			
Policy Number	Personnel	Date of Issue	March 2019
Status		Review Date	September 2019
		Issue Number	13

MORTIMER ST JOHN'S C OF E INFANT SCHOOL **TERMS OF REFERENCE - PERSONNEL AND PAY COMMITTEE**

Membership

The committee will be elected annually at the first meeting of the Governing Body of each academic year.

The committee will consist of at least three Governors in addition to the Headteacher (or their representative). The chairman of the committee and the clerk will be elected annually at the first meeting of the committee.

2018/2019 Committee

Father Paul Chaplin
Mrs Alison Whistler (Chair)
Mr Richard Bourne
Mrs Carol MacDonald (Vice Chair)
Mrs Nicola Sumner

Meetings

The committee will meet at least once each term (six meetings a year). A quorum is at least two governors and the headteacher (or representative) or chair of governors.

Powers

The committee has the power to review and approve the policy documents stated in the objectives. The committee will consider other issues relevant to its stated objectives and make recommendations to the full Governing body.

Aims

To ensure that Mortimer St John's School has the appropriate level of high quality teaching and non-teaching staff to meet the educational and social needs of all the children at the school.

To ensure that the school has the policies in place to make the school a secure, stable and happy environment for children, staff and parents.

Objectives

To ensure that the school has the following policies and that they are updated annually:-

Policy	Review Date
Adoption Procedure	January 2021
Adults in school	June 2019
Appraisal Procedure	March 2022
Capability Procedures	March 2022
Child Protection and Safeguarding	November 2019
Complaints (policy, procedure & persistent)	January 2020

Mortimer St. John's Church of England Infant School

Terms of Reference			
Policy Number	Personnel	Date of Issue	March 2019
Status		Review Date	September 2019
		Issue Number	13

Core Contracts	November 2019
Continuous Professional Development	January 2023
Data Protection	May 2020
Disciplinary Procedure	May 2021
Equality	January 2021
Freedom Of Information Publication Scheme	January 2020
Grievance	November 2019
Leave of Absence (Staff)	March 2020
Management of Sickness Absence	March 2021
Managing Medicines	June 2019
Maternity	January 2021
Pay	September 2019
Privacy Notices	May 2020
Probationary Procedure for Non-Teaching Staff	January 2020
Records Management	January 2019
Recruitment and Retention	June 2019
Redundancy	March 2022
Safer Recruitment	January 2021
Shared Parental Leave	January 2021
Social Networking Advice for School	January 2021
Staff Ill Health Capability	March 2021
Stress Management	March 2024
Terms of Reference	September 2019
Touch Policy and Restraint of Pupils	January 2020

A. With specific reference to pay

1. To achieve the aims of the whole school pay policy in a fair and equal manner
2. To observe all statutory and contractual obligations.
3. To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body.
4. To carry out the annual review of the salary levels of the teaching staff, following reviews carried out by the Head, as part of the School's Performance Management Policy.
5. To ensure there is representation made to the Finance Committee, so that the annual budget or staffing budget for pay is agreed.
6. To nominate to the governing body the Panel of Appointed Governors to carry out the Head's Performance Review.
7. To appoint and work with the External Adviser.
8. To carry out the annual salary review of the Headteacher taking into account the findings of the Appointed Panel carrying out the Head's Performance Review.
9. To keep abreast of relevant developments and to advise the governing body with the school's pay policy needs to be revised.

Mortimer St. John's Church of England Infant School

Terms of Reference			
Policy Number	Personnel	Date of Issue	March 2019
Status		Review Date	September 2019
		Issue Number	13

10. To work with the head in ensuring that the governing body complies with the Appraisal Regulations.
11. To work within the requirements of the Race Equality Policy.

B. With specific reference to the personnel matters

1. The Headteacher has responsibility for the recruitment of non-teaching staff. Members of the Personnel and Pay committee will be involved in the selection of teaching staff (other Governors may be co-opted)

All governors will be involved in the recruitment of a Head, Deputy Head or Assistant Head.

2. To be kept informed by the Head of any changes in the staff complement or changes in responsibilities of the current staff. Committee members should be aware of the current staff complement, both teaching and non-teaching, and of their current responsibilities.

A governor who is not a member of a committee can attend a committee meeting by prior arrangement with the chair of that committee on matters of mutual interest. This must be agreed in advance and be planned for on the Agenda. The governor will have no voting rights.

Chair of the Personnel Committee

Date