

Personnel and Pay and Disciplinary Committee

Committee Membership to be a minimum of 5 – Quorum 3

Chair Co-opted governor Vice Chair Co-opted governor

Members Executive Head Teacher, 2 co-opted governors

Committee to meet at least once per term

Terms of Reference

1. To delegate the appointment for Federation posts in line with the procedures set out in the Safer Recruitment Policy.
2. To monitor the recruitment process to ensure that it complies with the Safer Recruitment Policy.
3. To monitor, review and implement a pay policy for all staff employed in the Federation. To formulate and present proposals to the Finance Committee in relation to Staff's pay, in keeping with the Federation's Pay Policy. DFE requirements will be followed.
4. To review and formulate the Federation's staffing structure.
5. To submit to the Federation's Finance Committee the projected staffing structure for costings for the proposed staffing levels.
6. To ensure that agreed LA and Federation procedures for performance management are carried out.
7. To perform the duties of accepting the Non-Statutory policies on behalf of the Governing Body.
8. To perform the duties of the Pay Committee, with the delegated duties :-
 - (a) To ratify the annual pay progression for teachers (by 31st October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management Review statement in accordance with the approved Pay Policy.
 - (b) To approve applications to be paid on the Upper Pay Range.
 - (c) To ratify appropriate salary ranges and starting salaries for Lead Practitioners and members of the leadership group.
 - (d) To approve annual pay progression for the headteacher (by 31st December at the latest) taking account of the recommendations made by the Headteacher's Performance Review panel, following the annual review.
9. To monitor the Federation's procedures for staff development.
10. To monitor the Federation's support for newly qualified teachers or newly appointed staff.
11. To perform as the appropriate Governing Body Committee to participate in staff grievance procedures in line with LA guidelines. The Chair of governors is to be responsible for dealing with any grievance which would be inappropriate to be heard by the committee.
12. To perform disciplinary functions as set out in the Model Disciplinary Policy for Schools 2009.
13. To monitor staff attendance (which will become a standing item on the agenda).
14. To monitor and review Capability Procedures.
15. To monitor the recruitment process to ensure equal opportunities.
16. For the Chair to take any urgent actions /decisions as required by the Executive Head and Heads of School.

The committee will be responsible for ensuring that:-

1. Meetings are called and conducted under the same rules applying to the Full Governing Body.
2. The Committee will meet at least once a term.
3. All meetings will have an agenda which is circulated 7 days in advance and will be minuted.
4. The Committee will discharge its responsibilities as set out in the remit.
5. The Committee will work closely with the schools' senior managers.
6. A summary of the meeting will be produced for the Full Governing Body. This will note that any governor may have a copy of the full minutes on application to the Chair or the Clerk.
7. Urgent action outside meetings will be taken in consultation with the Executive Head.

Discussed and agreed on 13-10-16

Signed



Date

30/10/2017