



QUEENS PARK ACADEMY

Board of Governors Pay and Personnel Committee - Terms of Reference 2018-19

Membership and Voting Rights

The Committee shall consist of at least four governors to include the Headteacher. The Board of Governors may allow other persons to attend.

Quorum: minimum of three governors to include the Headteacher.

Committee Chair

At the first meeting in each academic year the Committee will appoint a governor to act as chair of the committee. The chair will not be an employee of the Trust.

Clerking Arrangements

The meeting will be clerked by the clerk to the Board.

Frequency of Meeting

The Committee will meet once a term and more often as required.

Main Objective:

To contribute to and monitor the delivery of those areas of the School Development Plan relevant to Pay and Personnel and report to the Full Governing Body on their implementation

Terms of reference:

- To monitor and review all staffing policies and procedures ensuring that the Board meets statutory requirements and to adopt model personnel policies and procedures as set out by the Academy's Human Resources service provider. These cover issues relating to pay, staffing adjustments, recruitment and selection, equal opportunities, employee relations, conduct and capability, grievance, dismissal and whistleblowing.
- To review annually the staffing structure of the School in consultation with the Headteacher.
- To monitor and approve a recruitment pack about the School for adoption by the Board.
- To act as the first Committee in respect of a need to reduce staffing in accordance with the redundancy procedures and to prepare and recommend to the Board criteria to identify staff for compulsory redundancy where necessary.
- To identify gaps in the capabilities of the Governing Body and make recommendations for appropriate governor training, keeping records of all such training.

- To review and recommend, if appropriate, on an annual basis the Board's support for the Headteacher's proposal in connection with salaries for all staff with the exception of the Headteacher in accordance with existing arrangements and the School Teachers Pay and Conditions Document **liaising with the Business and Finance Committee where appropriate.**
- To review the pay policy for the School annually with the purpose of recommending adoption by the Board.
- To recommend to the Board which two governors will conduct the performance review of the Headteacher and award performance points where appropriate and as prescribed in the School Teachers' Pay and Conditions Document.
- To agree procedures for the appointment of school staff in line with current Staffing Regulations. Appointments to the leadership team will involve governors in the selection process and interviews. In relation to all other staff appointments the Board will delegate to the Headteacher the responsibility for making such appointments. Where responsibility is delegated to the Headteacher, it is the Headteacher's decision as to whether to involve governors in the selection process. The final decision in making an appointment outside the leadership group is the Headteacher's.
- To verify, every half term, that every member of staff has a job description which has been reviewed annually. Chair to spot check personnel files on a half termly basis.
- To verify annually that all members of staff have had appraisals.
- To conduct spot checks every half term to ensure that all Trust personnel records are being maintained to an appropriate standard at least every half term.
- To report to the Board after each of its meetings.

(NB. The Board should not approve salaries as this does not leave a group of governors able to act in any appeal situation)

Date reviewed by Committee: 30 October 2018

Agreed by Governing Board 24 November 2018

Signature of Chair: _____ Date: _____

In accordance with the School's Accessibility policy, all committees of the Governing Board consider Equality and Diversity issues as required by the Equality Act 2010 and Data Protection Act.