

Haytor View Community Primary School

Pay and Performance Committee Terms of Reference

Learning together - enjoying success - aiming high - celebrating difference – enriching community

Membership:

The committee is made up of three governors. Excluded from membership are

- the Co-Head Teacher (Strategic)
- staff governors
- any other governor who works at the school

Meetings and Quorum

- The committee shall meet twice in the Autumn, once in the Spring and Summer
- The quorum for meetings shall be no less than three governors

Terms of Reference:

- To adopt and keep under review the pay policy for the school (A model is available, contact hrdirect@devon.gov.uk), in line with HR advice and make recommendations to the full governing board. To monitor that appropriate procedures are in place and followed for setting levels of executive pay which are transparent, proportionate and justifiable;
- To approve the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with HR models and ensure staff are informed of these;
- To adopt and keep under review staff appraisal policies including the criteria for pay progression;
- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified
- To annually review the salaries of all staff
- To approve teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly
- Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure decisions on pay are linked to performance
- To review the Headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the Headteacher's appraisal.
- Agree the process and governor responsible and timeframe for the Clerk's appraisal.
- To review the Clerk's salary and identify any training needs in line with appraisal.
- To undertake salary reviews at any other time the governing body directs that there is a need to do so.
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place.
- To inform the governing board of approved salary decisions, to ensure inclusion in the budget.
- Oversee arrangements for the performance management of staff;
- To monitor the school appraisal process to ensure staff are on track and identify any issues or barriers, ensuring the appraisal process links with the school development plan priorities;
- Review CPD provision and induction arrangements, working with the senior leadership team to review the training requirements of the school workforce, linked to the curriculum and school development plan and make recommendations to the board;
- Monitor and review the well being and absence and identify trends and possible impact on provision, develop plan to mitigate and resolve any issues;
- Monitor arrangements for interviewing and appointing staff, including agreeing the level of governor involvement (setting criteria, shortlisting, interview panel) for different categories of appointments;
- Ensure that the school has appropriate policies in place related to the conduct of staff. Monitor that the school's approved policies and procedures are followed by staff;
- To ensure that work / life balance issues for all staff are given proper consideration when making decision and that the working conditions and wellbeing of the staff are kept under review;

- Evaluate responses from staff survey and identify areas where action may be needed to address any concerns raised;
- Review the quality of teaching.

- Policies delegated to this committee:
 - 1) Staff Capability Policy (Statutory);
 - 2) Staff Discipline Policy (Statutory);
 - 3) Staff Grievance Policy (Statutory);
 - 4) Pay Policy (Statutory);
 - 5) Teachers' Appraisal Policy (Statutory);
 - 6) Whistleblowing Policy (Statutory);
 - 7) Information Sharing Policy (non statutory);

WITHDRAWAL: Any Governor or associate member employed to work at the school, other than the Headteacher must withdraw from the meeting for discussions concerning the pay and performance of anyone employed at the school, The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interest.