

The Mortimer Federation of St. John's and St. Mary's

Terms of Reference Personnel and Pay Committee			
Policy Number	Personnel	Date of Issue	November 2020
Status		Review Date	November 2021
		Issue Number	2

THE MORTIMER FEDERATION OF ST. JOHN'S AND ST. MARY'S **TERMS OF REFERENCE - PERSONNEL AND PAY COMMITTEE**

Membership

The committee will be elected annually at the first meeting of the Governing Board 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.

Members for 2020-2021 are: Mr Geoff Batchelar, Mr Richard Bourne, Father Paul Chaplin, Mrs Carol MacDonald, Mrs Nicola Sumner, Mrs Suzanne Tushingham.

Meetings

The committee will meet at least five times a year. A quorum is at least two governors and the headteacher (or representative) or chair of governors. The meetings will alternate between the two sites.

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 Board.

Aims

To ensure that The Mortimer Federation of St John's and St Mary's 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 schools have the standard policies in place to make the schools secure, stable and happy environments for children, staff and parents.

Objectives

To ensure that the schools have the following standard policies in place and that they are updated annually:-

Policy	Review Date
Adoption	May 2024
Adults in school	May 2024
Appraisal Procedure	November 2022
Capability Procedures	November 2022
Child Protection and Safeguarding	September 2021
Complaints (policy, procedure & persistent)	March 2023
Continuous Professional Development	January 2023
Core Contracts	March 2025
Covid-19 (version 2) - Safeguarding and Child Protection Policy Addendum – School Closure Arrangements	September 2021
Data Protection	November 2021
Disciplinary Procedure	May 2021

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Equality	January 2021
Freedom of Information Publication Scheme	November 2022
Grievance	May 2022
Leave of Absence (Staff)	March 2025
Management of Sickness Absence	May 2024
Managing Medicines	May 2022
Maternity	January 2021
NQT	November 2022
Pay	September 2020
Persistent Complaints Procedure	March 2023
Privacy Notice Staff, Parents/Carers, Pupils, After School Clubs	June 2022
Probationary Procedure for Non-Teaching Staff	March 2025
Records Management	March 2025
Recruitment and Retention	May 2022
Redundancy	November 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	November 2021
Touch Policy and Restraint of Pupils	March 2023

A. With specific reference to pay

1. To achieve the aims of the federation 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 Board.
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 Board 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 Board with the federation's pay policy needs to be revised.
10. To work with the head in ensuring that the Governing Board 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)

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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 and Pay Committee

Date

Share Your Light

Impartias Lucem Tuam

Matthew 25:29 "For whoever has will be given more, and they will have an abundance"