

**STAFF MATTERS COMMITTEE - Terms of Reference**

**Composition**

At least four named members of the Governing Body none of whom shall be employees. Associate Members may be appointed to the committee.

The headteacher must withdraw when their own salary is being discussed.

**Quorum**

Three.

**Clerking**

The Governing Body must appoint a Clerk to the committee. The Clerk must not be a governor, a member of the committee or the Headteacher.

**Personnel Matters**

To ensure that the school is staffed sufficiently to the fulfilment of the school's development plan and the effective operation of the school.

To approve procedure for recruitment and appointment of staff.

To consider applications from staff for secondments or leave of absence.

To oversee the process leading to staff reductions.

To follow established procedure when advertising, selecting and appointing new members of staff.

To make recommendations on personnel related expenditure to the Finance Committee.

To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

To draft and recommend for adoption, the procedures for dealing with discipline and grievances.

To establish and review a Performance Management/Appraisal policy for all staff.

**Pay Matters**

To determine the Pay Policy for the school.

## **BARNES FARM JUNIOR SCHOOL**

To advise the Governing Body/Finance Committee on current and future pay level.

To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.

To ratify annual pay progress for teachers (by 31 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.

To approve applications to be paid on the Upper Pay Range.

To approve annual pay progression for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.

To determine the application of national inflationary increases as required.

To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

### **Disciplinary/Dismissal**

To consider disciplinary and other matters and dismissals where these functions have not been delegated to the Headteacher under *the Staffing Regulations 2009 as amended* or in the case of discipline, where the Headteacher has had detailed prior involvement or where the case involves the Headteacher.

### **Meetings**

Committee meetings will be held on an as required basis.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.