

St Columba's Catholic Primary School

Terms of Reference Standing Committee 2019.2020

Reviewed/Approved at Full Governors 22.10.19

Signed Governor

Signed Headteacher

Meetings:

1. The Committee will meet twice per term or otherwise as required.
2. Agenda will be agreed by Chair with Clerk and Headteacher with reference to TOR and sent to committee members at least seven days before the meeting with relevant papers
3. The meetings will be minuted by the Clerk. The minutes will highlight questions asked by the Governors to support and challenge the school. The minutes will be available within 10 working days of the meeting being held.
4. The Committee shall keep a record of all meetings. A summary report, highlighting key issues (oral or written) will be an agenda item on the following Full Governing Body agenda.

Membership:

1. The Committee will consist of:
 - a. Headteacher
 - b. 3 Governors (who are also responsible for undertaking the Headteacher Performance Management)
 - c. Associate members nominated and agreed with FGB
2. The Chair and Vice Chair of this committee will be identified by FGB and serve a 2 year term and then subject to review by the FGB

Quorum:

- 2 Governors
- The Committee may invite other Governors and/or associates to attend as it finds necessary.

Focus:

- To consider the pay recommendations of the Headteacher.
- To fairly apply the criteria related to discretionary areas of pay, as identified within the Pay Policy.
- To determine salary at the time of the annual review for all staff
- To review job descriptions annually and where responsibility or accountability is increased, to reconsider the grade in accordance with the appropriate guidelines
- To ensure that statutory and contractual requirements are applied to all staff groups
- To ensure that adequate records of decisions are kept

In addition:

- Decisions of The Pay Committee, following notification to the full Governing Body, will be notified in writing to the member of staff concerned*.
- Committee members are required to treat information about each individual's earnings as confidential

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- These responsibilities are to be exercised within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans
- Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable it will give information about the basis on which it was made.

*Details of the agreed Pay Appeal Procedure should be identified within the notification. If a member of staff has a query about his/her salary, he/she should in the first place seek to resolve the matter informally with the head teacher (or in the case of a head teacher with the Chair of the Pay Committee). If the matter remains unresolved the Pay Appeal Procedure can, if necessary, be followed requiring the Governor Appeal Committee to meeting.

Key statutory requirements and school policies to be monitored and reviewed by the Pay and Performance Committee:

TOR Pay and Performance Committee
Teacher Pay Policy
Allegations of Abuse Against Staff
Appraisal Policy
Appraiser Handbook
Complaints Policy
Disciplinary Procedures for School Based Staff and capability of staff
Teachers' Standards
Staff discipline, conduct and grievance (procedures for addressing)

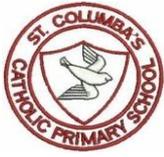
Standing items:

- Monitoring of application of appraisal process and FGB agreed pay policy

Lead Governors reporting to the Pay and Performance Committee: Key Questions for Governors to support and challenge the school:

- Is the pay policy being applied appropriately?
- Are salary awards justified in relation to evidence used to determine pay?
- Is the appraisal process rigorous and fair

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- Are the Headteacher's performance management targets appropriate and challenging eg how do they address the School Development priorities, pupil progress and standards etc

References to Ofsted to support work of committee:

See 'The Framework for school inspection' published May 2019, (190015), for use in schools from September 2019. This publication is available at www.reports-ofsted.gov.uk

See also 'School inspection handbook' published May 2019, (190017), for use from September 2019. This publication is available at www.government/publications/school-inspection-handbook-eif

The relevant governors should familiarise themselves with the expectations of Ofsted in relation to the TOR for this committee.