

**Thorndown Primary School  
& Thorndown Pre-School  
Governing Body Personnel & Salary Committee**

**Terms of Reference and Standing Orders**

**1. Membership**

The following full Governors are members: Jane Ainscow, Andrea Cliff, Christine Curtis, Frank Newton, Peter Smith & Vicci Godbold.

The following non-Governors are members: David Clark (Clerk).

The following are Associate members: None.

Associate members cannot vote.

**2. Quorum**

The quorum is 3.

**3. Meetings**

Members of the Committee are entitled to seven days notice of a meeting and to receive an Agenda. A shorter timescale may be given if the Committee Chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any Committee but they may not vote.

**4. Chairmanship**

The committee will be chaired by Peter Smith.

The Chair of the Committee will normally be decided at the first meeting of the Committee.

If the Chair is absent from a meeting, a Governor may be elected to take the Chair.

**5. Partnership with the Headteacher**

In carrying out its functions the Committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The headteacher is entitled (but not obliged) to attend all Committee meetings and is entitled to vote (unless not a Governor).

**6. Standing Orders**

All Committee meetings must be minuted. The minutes must be circulated with the agenda of the next Full Governing Body meeting.

## **7. Terms of Reference**

The Committee has delegated powers to carry out the following specific tasks:

1. To adopt, review, amend and monitor all Personnel/Pay related Policies, ensuring inclusion in regard to gender, social disadvantage, race equality, disability discrimination, religion, sexuality & age. Also having regard to the Local Authority/EPM Policies and Guidance.
2. To appoint teachers to leadership group (as defined by governors)
3. To ensure that at least one person on any selection/appointment panel has completed Safer Recruitment training
4. To monitor that the staff safeguarding checks are complete and up-to-date
5. To decide on recommendations relating to the pay of all members of staff.
6. To dismiss headteacher (GB must act through Dismissal Committee)
7. To end suspension (head)
8. To end suspension (except head)
9. To determine staff complement
10. To approve applications for early retirement, secondment and leave of absence not covered by local agreements
11. To establish and annually review a performance management policy
12. To appoint governors to implement the performance management of head considering advice of an external provider
13. Form a Staff Disciplinary Panel when required
14. Form a Staff Disciplinary Appeals Panel when required from **any** Governor not involved in 13 above
15. Form a Salary Appeals Panel when required from **any** Governor not involved in the original decision.

**Note. Any Panel formed will consist of at least 3 Non Staff Governors**

### **In addition the Committee will:**

1. Consider, as appropriate, and **make recommendations** on other related matters not specifically delegated by the Governing Body.
2. Contribute to Governing Body and School self-review with particular reference to self-evaluation.
3. Plan, monitor and evaluate appropriate sections of the School Development Plan.
4. Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.

Agreed at committee on 27 September 2017

For approval at GB on 5 October 2017