

**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: Amy Pettitt, Jill Foster, Martin Gill, Peter Smith, Andy Thomas and Chris Snape.

The following non-Governors are members: none

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. The meetings will be clerked by Camclerks.

Other members of the Governing Body may attend any meeting of any Committee but they may not vote. Any staff governors attending must recuse themselves when confidential matters relating to staff are being discussed.

4. Chairmanship

The committee will be chaired by Andy Thomas.

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

6. Standing Orders

All Committee meetings must be minuted by Camclerks service. The draft minutes will be circulated with the agenda of the next Full Governing Body meeting, and the agreed minutes will be available on request from the school office after the next committee 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. Any policies that require staff consultation this will be sort either via staff or, where appropriate, via the unions.
2. To appoint teachers to leadership group (as defined by governors)
3. To oversee the appointment, procedure and safer recruitment of all staff
4. To appoint a pay review panel of three governors, from the personnel and salaries committee, to decide on recommendations related to the pay as per pay policy.
5. To dismiss headteacher (GB must act through Dismissal Committee)
6. To end suspension (head)
7. To end suspension (except head)
8. To review the staffing structure in consultation with the headteacher so it is effective in delivering the school's priorities and improving the learning of all pupils
9. To approve applications for early retirement, secondment and leave of absence not covered by local agreements
10. To review Performance Management Policy for all categories of staff and to be responsible for its administration and review
11. This committee Chair is responsible for forming disciplinary panels in line with school policy.
12. To keep under review staff work life balance, staff wellbeing including the monitoring of absence.
13. Form a salary appeals policy as stated in the relevant policy.

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.

Submitted to committee Autumn 26

For submission to GB Autumn 26