

**Hartsfield JMI School**  
**Pay and Personnel Committee**  
**Terms of Reference 2018-2019.**



The Pay and Personnel Committee will comprise three governors; staff governors may not join the Pay Committee.

Establishment of the Policy

The Pay and Personnel Committee is responsible for:

- Establishing the policy, in consultation with the head teacher, and submitting it to the Governing Body for approval

The Governing Body is responsible for

- Formal approval of the Policy

Monitoring and review

The Pay and Personnel Committee is responsible for:

- Reviewing the policy annually and submitting it to the Governing Body for approval

The Governing Body is responsible for:

- Considering an annual report on decisions taken in accordance with the terms of the policy

Application of the policy

The Head Teacher is responsible for:

- Ensuring that pay recommendations for the leadership team, teaching staff, classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme
- Advising the Pay and Personnel Committee on its decisions and
- Ensuring that staff are informed of the outcome of decisions of the Pay and Personnel Committee and the right of appeal

The Pay and Personnel Committee is responsible for:

- Taking decisions regarding the pay of the leadership team, classroom teachers and support staff following consideration of the recommendations of the Head Teacher
- Taking decisions regarding the pay of the Head Teacher following consideration of the recommendations of the governors responsible for the Head Teacher's appraisal
- Submitting reports of these decisions to the Governing Body and
- Ensuring that the Head Teacher is informed of the decision of the Pay and Personnel Committee and of the right of appeal.

The Appeals Committee of the Governing Body, drawn from eligible member as the need arises, is responsible for

- Taking decisions on appeals against decisions of the Pay and Personnel Committee in accordance with the terms of the appeal procedure.