

**Hartsfield JMI School**  
**Pay and Personnel Committee**  
**Terms of Reference 2023-24**



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 Pay 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 Pay Policy

Monitoring and Review

The Pay and Personnel Committee is responsible for:

- Reviewing the Pay Policy

Application of the Pay 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 and Personnel Committee, in accordance with the terms of the Pay 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 recommendations relating to pay and staffing structure.
- Ensuring that staff are informed, of the outcome of decisions of the Pay and Personnel Committee and the right of appeal.
- Recruitment, selection and appointment of new staff members.
- Have regard to current terms and conditions of employment and where appropriate seek advice from the Local Authority HR Department regarding e.g. remunerations or conditions of service.

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 decisions regarding their pay, made by the Pay and Personnel Committee and of the right of appeal.
- To keep under review procedures agreed by the Governing Body on discipline, grievances, redundancy and racial equality, and suggest amendments as necessary for the approval of the Governing Body.

For the Headteacher's performance management, a minimum of 2 governors are required in addition to a representative from the LEA. The committee shall not be quorate unless 66.6% of members of the Committee are present in total either in person or virtually. If any member of the committee request to vote on any item, in person rather than via email or other electronic platform, a face to face vote will be arranged. It is noted that this may delay decision making.

The Appeals Committee of the Governing Body, drawn from eligible members 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.