

# Woodcote Primary School

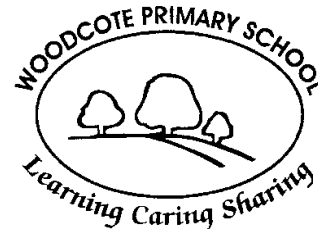
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[www.woodcote-primary.co.uk](http://www.woodcote-primary.co.uk)

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## **Terms of Reference – Pay & Staffing Committee**

### **1. Membership**

The membership consists of 3 governors and the Headteacher.

### **2. Quorum**

The quorum must be at least 2 governors plus the Headteacher.

### **3. Meetings**

Meetings to be held at least twice within the academic year and must be minuted.

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### **4. Chairmanship**

If the Chair is absent from a meeting, a governor may be elected to deputise for the chair for the duration of that meeting.

### **5. General terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to, monitor and evaluate appropriate sections of the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions
- To report to the Governing Body on matters relating to the work of the Committee

### **6. Specific Terms**

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

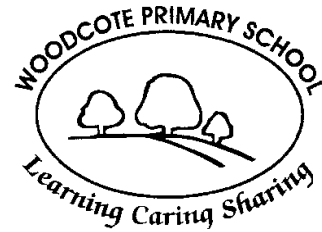
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- Oversee and review the school's staffing structure. Discuss with the Head Teacher any significant changes to the school's staffing structure and make recommendations to the Finance committee, where these affect the school's budget
- Pay:
  - Take decisions regard the pay of the deputy and assistant head teacher, classroom teachers and support staff following consideration of the advice of the head teacher.
  - Take decisions regarding the pay of the head teacher following consideration of the recommendations of the governors responsible for the headteacher's performance review.
  - Submit reports of these decisions to the full governing board.
- Policies:
  - Ensure that the school's 'Pay Policy' and 'Appraisal Policy' are up-to-date and keep these policies under review; consider any appeal by a member of staff against a decision on pay grading or a pay award, in line with the Pay Policy.
  - Review all other policies that fall within the remit of the Pay and Staffing committee. Annually review, in line with DFE guidance
- Oversee and keep under review the school's procedure for appointing and dismissing staff, including redundancies
- Keep under review the well-being of staff; receive an annual report from the Head Teacher about the school's strategies for supporting staff well-being and promoting good staff morale
- Keep under review the school's procedures for monitoring staff absence
- Advise and decide on other specific issues relating to Personnel, as raised by the Head Teacher.

Oct 2023