

Kings Road Primary School

Personnel and Pay Review Committee Remit 2020/21



The Personnel Committee: terms of reference for the Personnel and Pay Review Committee to be approved by the full Governing Body. It is a statutory requirement that all delegation is reviewed annually.

- 1) **Membership**
The Governing Body has to decide the membership of the committee on an annual basis. A resolution approving the membership of the committee will appear in the minutes of the main Governing Body. Where the Head is a governor they will be an automatic member. Alternatively if the Headteacher is not a governor they have a right to attend all meetings of the Personnel Committee.

The committee will elect from their number a chairperson at the first meeting of each academic year.
- 2) **Name of Clerk: School Administration Officer**
The governing body must appoint a clerk to each committee who must not be the Headteacher of the school. The Governing Body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The Governing Body can also appoint a trained paid clerk or volunteer.
- 3) **Quorum:**
The quorum shall be three members of the committee of which the Headteacher shall be one.
- 4) **Meetings:**
Meetings will be held regularly as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes. Committee minutes will be sent to the Governing Body for noting.
- 5) **Functions of the Personnel Committee:**
The aims of the Personnel Committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.

Decisions taken by the committee must;

- ◆ be consistent with and seek to achieve the priorities identified within the School Improvement Plan;
- ◆ accord with the Governing Body's Equal Opportunities Policy, Race Equality Policy, Disability Equality Scheme and Equal Opportunities Legislation;
- ◆ have regard to any budgetary constraints.

General Remit

- To achieve the aims of this Pay Policy in a fair and equal manner.
- To apply the criteria set by this Pay Policy in determining the pay of each member of staff at the annual review after listening to evidence of performance from the Headteacher.
- To observe all statutory and contractual obligations.
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Governing Body
- In conjunction with the Finance and Building Committee to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of money to support any exercise of pay discretion.
- To keep abreast of any relevant developments and to advise the Governing Body when the school's Pay Policy needs to be revised (as recommended by the Headteacher)
- To work with the Headteacher in ensuring that the Governing Body complies with the latest Appraisal Regulations for teachers.

Date Approved: 12th October 2020

Signed by Chair of Personnel Committee_____

Appendix – What has been removed. – I have removed the sections about governors appointing staff as I believe that (excluding leadership positions) this is the role of a HT.

The Governing Body may delegate the responsibility for the recruitment of staff not on the Leadership Pay Spine to the headteacher. The level of governor involvement in the recruitment of staff will be decided by the Governing Body depending upon the appointment being made.

- i. The committee will have delegated powers for the recruitment and selection of staff as agreed by the Governing Body, other than the appointment of the Headteacher, Deputy Headteacher and teachers on the leadership pay spine, and are required to follow the procedures in the attached Appendix. The recruitment and selection of the Headteacher or a Deputy Headteacher must be carried out by a selection panel chosen by the full governing body and the full governing body must approve the candidate recommended for appointment by that selection panel.
- ii. The personnel committee will be responsible for implementing and reviewing the Governing Body's Discipline and Grievance Procedures. No fewer than three members of the personnel committee shall also act as the first committee in carrying out the Governing Body's disciplinary and grievance procedure. Any subsequent appeal within either of those procedures should be heard by an appeals committee whose membership will be different from that of the first committee i.e. no member of the first committee may serve on the second committee.
- iii. The personnel committee should also consider any requests for leave of absence, which are in excess of three days, which the Headteacher is authorised to approve.
- iv. The personnel committee will be responsible for approving the salary policy and submitting it to the Governing Body for approval. They will subsequently approve the annual review of the salaries for all staff within the parameters agreed in the Performance Management and Salary Policy.
- v. Should it be necessary for the Governing Body to consider the reduction of the staffing establishment at the school, by whatever means, the personnel committee will carry out any initial investigation with the Head and submit their recommendations for the governing body to consider. The personnel committee will subsequently have delegated powers to carry out the necessary consultations with the LA and the recognised Trade Unions on behalf of the governing body, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.

- vi. Any decisions made or action taken by the Personnel Committee shall be minuted and reported to the next meeting of the governing body.

Appendix 1

Recruitment and Selection Procedures

1. When a vacancy occurs the Headteacher will carry out the vacancy review, draw up a job description and inform the Chair of Governors of all vacancies. A copy of the job description should also be sent to the Corporate Director of Children and Young People's Service if required by the Local Authority.
2. The headteacher will also draft a person specification for all vacancies which will identify the selection criteria. i.e. the knowledge, skills, qualifications and experience required by potential candidates. It is critically important for all vacancies that these selection criteria are applied consistently throughout all stages of the recruitment and selection process by everyone involved.
3. All vacancies for full-time permanent posts should be advertised and should be circulated on a local or national basis as necessary to attract an appropriate field of candidates consistent with the seniority or scale of remuneration for the post.
4.
 - i. Advertisements for vacancies for temporary or part-time posts may be limited to the Local Authority's internal jobs bulletin. The appointment of temporary and part-time staff may be delegated to the Headteacher who will carry out the interviews with at least one of the following:
 - ◆ another member of staff e.g. Deputy Head or Head of Department or Bursar;
 - ◆ a member of the personnel committee;
 - ◆ or an adviser from the LA.
 - ii. Internal promotions shall be advertised internally and made known to all staff. The Headteacher will interview all candidates and subsequently report his decision to the personnel committee.

The governing body values and acknowledges the important contribution which all staff make to the continuing success of the school and for this reason whenever possible a member of the personnel committee will take part in the selection process.

5. For permanent full-time posts the personnel committee and the Headteacher will draw up a short-list of those candidates who meet the agreed selection criteria. The Head will invite those candidates to attend interview.
6. The Headteacher and the personnel committee will agree the format for the selection process which may include structured visits to the school, group discussions, panel or committee interviews. Candidates should be given every opportunity to provide information about themselves which is relevant to the selection criteria and the format will be determined by the ways in which this can be best achieved. Questions at the interview must be based on the selection criteria and allow each candidate the opportunity to offer all relevant information to the interview panel.
7. The committee will appoint the most suitable candidate or, if none of the candidates can fulfil the requirements of the person specification, repeat any or all of the processes listed above.

8. The committee will minute the appointment/their action and the minutes will be submitted, for information, to the next meeting of the Governing Body.