

## TERMS OF REFERENCE

### Finance, Personnel and Pay Committee

- To consider school's vision and strategic plan and ensure that priorities are reflected in the annual budget.
- To consider the budget allocation from the Local Authority and approve the budget.
- To monitor spending against the agreed budget by examining financial statements during the year, at least termly.
- To consider outturn budget for the school.
- To receive benchmark data on expenditure on an annual basis.
- To monitor the allocation and expenditure of the pupil premium.
- To consider the medium term forward planning for the school.
- To review and audit any private school funds.
- Day to day management be delegated to the Head Teacher.
- To determine staffing levels and annual teaching staff establishment.
- To determine the staffing structures which will identify the number or deployment of posts and carry out necessary consultation with all parties.
- To review and ratify on a rolling programme staff policies as set out in the appendix to this structure.
- To receive reports in respect of workforce modelling
- To receive reports on roles and responsibilities of staff
- To liaise with the Ethos and Achievement Committee regarding the School's Strategic plan and ensure that priorities are reflected in the annual budget.
- To receive reports on performance management
- To ensure the appropriate procedures are in place for the appointment of staff up to the position of Deputy Headteacher.
- To monitor the School Self Evaluation Form.
- To consider and monitor the impact of staff policies/decisions on the curriculum and school budget.
- Carry out the function of reviewer of the Headteacher under performance management regulations.
- To review and ratify on a rolling programme, staff policies as set out in the appendix to this structure.

**NB: \*\*Governors appointed to undertake Pay Review role. Staff Governors (teaching and non-teaching staff) are unable to serve on the Pay Review Committee.**

\*\* To implement the Governing Body's Pay Policy for all staff

\*\* To produce annual salary statements for all staff on behalf of the Governing Body.

\*\* To make determinations on pay progression and discretionary remuneration for all staff in accordance with statutory provisions, the school's performance management policy and the contracts of all employment of staff.

## **Arrangements for the Appointment of Staff**

### **Headteacher and Deputy Headteacher**

A Governor's Selection Panel established by the Governing Body.

Recommendations of the selection panel must be considered by the full Governing Body.

Appointment and dismissal of staff be in line with the National Society Guidance for the appointment and dismissal of staff.

### **Student Welfare and Admissions Committee**

- Review and monitor exclusions and student behaviour.
- To consider the decision of the Headteacher to exclude a student for more than five days in any one term or to permanently exclude a student.
- To review and consult on annually, the written statement of general principles of student disciplines and reports their recommendations to the full Governing Body.
- Review attendance of students on a termly basis with the Attendance Governor attending attendance-related case conferences.
- To review the Home School Agreement.
- To receive reports in relation to consultation with parents.
- To receive reports from Students Council on a regular basis.
- To review and ratify on a rolling programme, staff policies as set out in the appendix to this structure.

### **Pay Appeals Committee**

- To consider any grievances from members of staff in relation to their pay where the member of staff wishes to appeal against a determination of the Pay Review Committee and to make a determination on the matter(s).

(In respect of teachers, the grounds for appeal on pay or decisions that affect pay are set out in the School Teacher Pay and Conditions Document (STPCD) and are that the person or committee by whom the decision was made:

- a) incorrectly applied any provision of the STPCD.
  - b) failed to have proper regard for statutory grievance.
  - c) failed to take account of relevant evidence.
  - d) took account of irrelevant or inaccurate evidence.
  - e) was biased; or
  - f) otherwise unlawfully discriminated against the teacher.
- To consider appeals from teachers arising from the application of the school teachers' performance management regulations.

NB: Staff Governors (teaching and non-teaching staff) are unable to serve on the Pay Appeals Committee.

## **Staff Dismissal Committees**

### **Initial/ Nominating Committee**

- To consider the overall staffing needs in the light of the school's budget, desired staffing structure, management structure, curriculum requirements, etc.
- To establish whether a potential redundancy situation exists.
- To liaise and consult with Unions and staff (via the Headteacher if the committee so determines) and consider any representations from staff and Unions.
- To consider any alternatives to redundancy.
- To consider any applications for voluntary redundancy.
- To determine the criteria which are to be used to select staff to be made redundant.
- To set the overall timetable for redundancy.
- To determine which employees it is proposed are to be made redundant on the basis of selection criteria set.
- To arrange for employees selected to be notified (via the Headteacher) of this.

### **Hearing Committee**

- To consider any representations made by a member of staff on the proposal that he/she be made redundant.
- To determine whether the dismissal proposal should stand or not.
- To arrange for the employee and Diocese/Local Authority (LA) to be informed in writing of the decision and the reason for it (via the Headteacher).
- To hear any complaints directed to the Governing Body.
- To hear cases under capability, grievance, disciplinary and other employment policies/procedures in accordance with National Society Guidance where appropriate.

### **Appeals Committee**

- To consider any appeal made by a member of staff on the proposal that he/she be made redundant.
- To determine whether the appeal should be upheld or not.
- To arrange for the employee, the LA and Diocese to be informed of the decision (via the Headteacher).
- To hear appeals arising out of cases relating to capability, grievance, disciplinary and other employment policies/procedures.