LEADERSHIP AND MANAGEMENT COMMITTEE TERMS OF REFERENCE

Our Mission Statement
At Adlington Primary School we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of truth and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centred approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

The Committee is authorised to decide all pay matters relating to staff, to recommend the whole school pay policy for adoption by the Governing Body on an annual basis, and to monitor the implementation of the approved pay policy.

Purpose statement
To ensure that the staff employed by the school are competent; demonstrate the values and behaviours which support the school's aims and ethos and are cost effective.

Membership
The Personnel Committee shall consist of at least three named members of the governing Body, agreed by the governing body, none of whom are paid to work at the school. This can include associate members who will have voting rights, but associate members will not contribute to the quorum of the meeting.

Quorum
Three governors, not including the headteacher. The headteacher will attend all meetings to advise, other than when his/her own pay is being discussed.

Terms of Reference:
1. To determine staffing levels and management structure.
2. To provide support, guidance and accountability for the headteacher on all personnel matters.
3. To consider the headteacher's recommendations on teachers' salaries in line with the school pay policy.
4. To review the School Pay Policy and its implementation in line with DfES and local authority regulations and guidelines, refer any financial implications to the Finance Committee, and report back to the governing body.
5. To support strategic planning for internal promotions and permanent staffing posts.
6. To receive reports and monitor the decisions delegated to the headteacher on temporary appointments (in accordance with the local authority's general policy on the employment of schoolteachers on fixed term contracts).
7. To report to the governing body on decisions taken by the Committee in the exercise of any delegated powers.

8. To review the Performance Management Policy and its implementation in line with DfES and local authority regulations and guidelines and report back to the governing body.
9. To ensure that all mandatory checks are completed satisfactorily.
10. To oversee the appointment procedure for all staff.
11. To ensure policies are in place for staff discipline, grievance, capability, and redundancy based on local authority guidance.
12. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
13. To ensure proper arrangements are in place to consider any appeal against a decision on pay issues.
14.

Appeals

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

Reporting

The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.

Meetings

- Committee meetings will be held on an as required basis but at least once a term
- A member of the committee will make a record of all proceedings at each meeting
- Minutes will be circulated to members and all Governors within agreed timescales
- The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate
- Any matters which may be in conflict with the work of another committee must be referred to the governing body.

Reviewed: November 2020

To be reviewed during the autumn term each year