

Terms of Reference

The Pay and Personnel Committee

- To ensure that the school is staffed sufficiently for the fulfilment of the school's action plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteachers.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To monitor the outcome of pay decisions.
- Review the operation of the Schools code of conduct for staff;
- Have authority from the Full Trust Board to agree and sign other policies so delegated in the Policies Schedule
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To handle appeals, if the matter cannot be resolved informally.
- To handle complaints parents once the school's formal complaint policy has been correctly followed.
- To handle grievances from staff once the school's formal complaint policy has been correctly followed.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Membership

The Pay & Personnel Committee will be made up of a minimum of three Trustees from the Board of Trustees. For purposes of quorum, three Trustees (which may include a Headteacher) are required for decisions made within the committee.

Nadia Johnson (Chair)

Sarah Green

Vacant

Jayne Dowkes

Headteacher(s)

September 2025

Approved by the FTB 3rd December 2025