

Elmbridge Primary School
Personnel, Pay & Performance Committee
Terms of Reference

- To apply the School Pay Policy on behalf of the Governing Body fairly and equitably.
- To ensure that this policy links effectively with the school's Performance Management Policy for teachers (based on the Education (School Teachers' Appraisal) (England) Regulations 2012) and for support staff.
- To ensure that the school's management team provide all members of staff with a current and accurate job description and that this document is regularly reviewed.
- To regularly review the schools' pay scales for leadership and teaching staff
- To make appropriate arrangements for the head teacher's performance management, including planning statement, moderation and review as laid down in the school's Performance Management Policy.
- To be responsible for the annual pay and performance related decisions for staff and for receiving and processing requests for the review of pay and grading based on changed duties and responsibilities during the course of the working year.
- To make appropriate arrangements for representations from members of staff to be heard on pay related matters including salary, grading or pay decisions and to seek whatever additional evidence, information or advice is necessary to respond to this request. The school's Performance Management Policy will allow requests for review of the assessment of the performance of a member of staff, but not matters of pay progression. It is recognised that these factors can often be closely linked and so the School will advise the employee of the most appropriate route for review to follow. This will ensure that an employee will be guaranteed a fair consideration of their representations, but will not be entitled to pursue the same concerns through two separate review routes.
- To exercise the governors' discretionary powers as specified in this document.
- To undertake a review of the Head Teachers Group and to report findings and/or make recommendations for change to the Governing Body in relation to the grading of members of the Leadership Group, when there is a new appointment or when the responsibilities of a role have a significant change.
- To ensure that each teacher in the school has an annual review of their salary and a written salary statement, no later than one month after the date of determination.
- To draft and keep under review the staffing structure and expenditure in consultation with the Head Teacher and the Finance Committee.
- To review and implement the Safer Recruitment Policy when recruiting staff.
- To oversee the process leading to staff reductions.
- To consider any appeal against a decision on pay grading or pay awards.

The Personnel, Pay and Performance Committee will keep its work and the results of individual reviews and decisions confidential. The Chair of the Committee will report to the full Governing Body periodically regarding progress and the work of the Committee but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary. Where this work indicates that changes will have significant implications for the school budget an urgent report will be made direct to the Chair of Governors.

Composition: Five named members of the Governing Body.

Disqualifications: The Head Teacher and Staff Governors

These terms of reference agreed by the Governing Body on	23.10.23
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Name of Governor	G/AM	Date Appointed to the Committee
Mr S Beard	Governor	11.9.23
Mrs R Booth	Governor	11.9.23
Ms D Hamilton	Governor	11.9.23
Mrs A Ovens	Governor	11.9.23
Mr J Vallender	Governor	11.9.23

Chair of the Committee	Mr S Beard
Clerk to the Committee	Mrs R Booth
Quorum (minimum of 3, committee can determine higher number)	3
Date Committee established	11.9.23
Date of review:	11.9.23