

Terms of Reference

Appeals Committee

The purpose of this committee is to be responsible for hearing the point(s) of appeal and determine whether the original decision and any sanction imposed should be upheld, reduced or overturned. The appeal may be in relation to warnings issued under any employment procedure, dismissal on any grounds, to make a determination in respect of an unresolved grievance or in respect of a pay dispute.

Membership and Quorum

- The committee will be convened as required through Full Governing Body (FGB) consultation who will appoint three members. The FGB delegates this to the Chair of Governors if required by circumstance.
- The committee members must appoint a member of the committee to chair proceedings.
- The chair must be a member of the governing body and cannot be the Headteacher or a member of staff employed to work at the school.
- The appeal committee cannot include the Headteacher or a member of the first committee who heard the matter and made a determination at first instance.
- The nominated governors will need to be able to confirm that they are not tainted in respect of the case under determination.
- Regulations prevent a school employee from being a member of a committee dealing with the pay or performance of another member of staff. Where an appeal is not connected to these things, a school employee could be a member. However, in setting up arrangements for convening committees governors will want to consider whether a member of staff would be seen as sufficiently impartial to act. If staff members are included in the “pool” they will need to be particularly careful, when approached by the clerk to serve on an appeal committee, to declare any conflict of interest and withdraw from the process if necessary.

In Attendance

- In maintained schools where the authority is the employer, the Local Authority has a right to attend in an advisory capacity meetings of the appeal committee where the appeal concerns an appeal against dismissal.
- In all other cases, the Local Authority can attend where such advisory rights have been granted.

- Where advice is provided the Governors' Committee must consider this advice in reaching a decision.

Delegated powers and purpose of Committee

The Governors Appeal Committee will:

- When an appeal has been received, it may be necessary to convene a meeting of the committee prior to the appeal hearing. Such circumstances would include determining whether an appeal is out of time and/or determining whether the grounds of the appeal are sufficient to warrant progress to an appeal hearing.
- Hear an appeal against any decision made by the head teacher or any other committee of the governing body
- Hear a complaint in accordance with the school's complaints policy where this has not been resolved at a previous stage
- Consider the decision of the head teacher to exclude a child/pupil from the school in accordance with the regulations governing exclusion

Reporting

- To report the decision to the next full meeting of the governing body following the committee decision.
- The report will normally be restricted to the outcome of the proceedings and will need to be confidentially minuted.
- It is excluded from the usual rules concerning publication of governing body proceedings as it refers to a named member of staff

Clerk

- The governing body or chair of the committee should appoint a clerk to the appeal committee to attend hearings of this committee and take notes of the proceedings.
- The clerk cannot be a governor, the Headteacher or a member of the committee.
- The clerk to the committee shall keep notes of the proceedings of the hearing.

- Once the notes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way.
- The notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff.

Headteacher's Performance Management

The purpose of this committee is to be responsible for managing the processes concerned with the Headteacher's performance management.

Membership and Quorum

- One appointed Governor will be nominated at that meeting as the 'Lead Appointed Governor'
- Undertake training to understand their responsibilities.
- Ensure they know of any changes in legislation affecting their role.
- Seek to improve their effectiveness by taking advantage of the available additional training.
- Agree with the Headteacher and the SIP on a mutually convenient date for the autumn annual review meeting.
- Prepare for the review meeting with the Headteacher, by ensuring monitoring arrangements for current objectives have been effected as planned and that objectives for the following PM cycle are considered and discussed.
- Ensure they have good understanding of pupil performance data, current priorities in the SDP and emerging priorities to inform suitable and possible objectives for the Headteacher.
- Decide, together with the Headteacher and the SIA, on the documentation to be forwarded to the SIA, this to be done in good time ahead of the meeting date.
- Consider, with the Headteacher, the SIA's suggestions for new objectives, based on the analysis of the information previously forwarded and the SDP priority.
- Gather evidence of the monitoring which has taken place re-the current year's objectives in preparation for the informal and formal meetings with the SIA.
- Consider any issues arising from the current objectives and the monitoring of these objectives, to inform discussion.
- Use the informal meeting with the SIA to gain and give information about the PM process for the Headteacher, including the review and setting of objectives.

- Decide together with the SIA and the Headteacher the agenda, organisation and production of the minutes for the meeting.
- Ensure that a fair decision is reached, based on evidence, about the satisfactory achievement of the Headteacher's current year objective(s).
- Seek agreement with the Headteacher on the new objectives, ensuring that at least one objective relates to pupil progress, one to leadership management and that an objective for the Head's professional development is considered, taking advice offered by the SIA into consideration.
- Ensure that the objectives are relevant and realistic, unambiguously stated and measurable, indicating milestones and monitoring procedures.
- Formalise in writing the decision on the achievement of the current objectives and ensure the appointed Governors and the Headteacher have copies; make copies available on request to the Chair of Finance and the SIA. This formal document must be signed by the Headteacher and the Appointed Governors.
- Ensure the programme of monitoring the new objectives is implemented as planned.
- Contribute to the annual review of the Governing Body's Performance Management Policy.
- Take this opportunity to review the school's overall performance over the past year and compliment the Headteacher on any achievements and express support in view of the tasks ahead.

Delegated powers and purpose of Committee

The Governors Appeal Committee will:

- The committee will receive decision making delegated powers from the FGB at the first meeting of the school year.

Reporting

- To report the decision to the next full meeting of the governing body following the committee decision.
- The Chair / Lead Governor will report back to the FGB that HT PM has taken place and whether objectives were successfully met and that new objectives have been set.

- It is excluded from the usual rules concerning publication of governing body proceedings as it refers to a named member of staff

Clerk

- The Chair / Lead Governor will nominate a member of the panel to make notes of the proceedings

- The notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff.

Pay Committee

The purpose of this committee is to be responsible for monitoring and reviewing the implementation of the pay policy annually.

Membership and Quorum

- The Committee shall comprise of three governors
- Any paid employees of the school who are also governors are unable to be members of the Pay Committee.
- The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.
- Pay recommendations will be received by the Committee from the Headteacher.
- Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
- The quorum for the Governors' Pay Committee is three members.
- All meetings of the Governors' Pay Committee will be minuted.
- The minutes of the Pay Committee are confidential and will not normally be circulated beyond the full governing body. In the event of an individual pay appeal, the governing body will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.

Delegated powers and purpose of Committee

The Governors Pay Committee will:

- Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher.
- Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee

- Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee responsible for staffing matters who in turn will make recommendations for any changes to the full governing body, where appropriate

- Receive a summary report from the Headteacher on support staff pay determinations

- Where the Pay Committee has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not agree with the recommendation that the Headteacher (or Chair of the HPMC). See further guidance in Teachers' Pay Recommendations: Advice for Pay Committee Governors.

- Nominate one of its members to undertake the annual audit of performance management

Calendar of Business

Autumn term (Meeting 1)

- Elect Chair of Committee

- Confirm meeting dates [if not already established at end of previous academic year]

- Review membership and plan to fill any vacancies [if not undertaken at full governing body]

- Make determinations in respect of the audit of performance management and pay for the academic year, nominating a member to undertake the annual audit if applicable

- Receive Headteacher recommendations for teachers' pay progression decisions normally by November 30th

- Make determinations on teachers' salary progression, backdated to 1st September

- Request that salary statements are issued to teaching staff to confirm determinations as agreed by the Pay Committee

- Receive Headteacher recommendations for support staff pay progression decisions and make determinations on support staff salary progression, to take effect from following 1 April

Autumn term (Meeting 2) or Spring (Meeting 1)

- Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression normally by 15 December where applicable

- Make determinations on Headteacher salary progression, backdated to 1 September

- Request that a salary statement is issued to the Headteacher to confirm Committee determinations
- Chair of Committee to complete notification form to provide notification of Headteacher pay progression to payroll

The Governors' Pay Committee are required to submit a summative overview, following each meeting, to confirm to the next full governing body that the Committee has met, to summarise the main points under discussion and the decisions taken.

Appendix: Supplementary information

The Governing Body has responsibility for making pay determinations in respect of all staff. Governing bodies are strongly advised to delegate this responsibility, which will then allow some members of the Governing Body to be untainted in the case of any appeal.

Governing bodies are strongly recommended to delegate the responsibility for making pay determinations to a Committee of the Governing Body, which in order to be Quorate must have three members.

Governing bodies could choose to delegate the responsibility to an individual governor, or to the Headteacher. Governing bodies that are considering delegating in this manner should consider:

- It is good practice to separate the role of those that recommend a performance management outcome and those that determine the pay impact of that outcome
- Where decisions are made by one person, there is more potential for inadvertent bias to affect pay judgements and even where there is no bias, to demonstrate that this is the case is more challenging
- Governors may anticipate a high level of interest and scrutiny from unions in this area
- The model pay policy has been consulted on for ERYC maintained schools on the basis of pay recommendations being made to the Pay Committee; Governors' views are that if determinations were to be made to an individual governor, or the Headteacher were to make pay determinations, this would be a fundamental change that would require consultation with recognised unions

Membership and Quorum

The Pay Committee must consist of a minimum of three governors.

Any paid employee of the school who is also a governor is unable to be a member of the Pay Committee.

Where governing bodies are utilising an existing committee (e.g. Finance), this is best achieved by organising meetings of the pay committee to immediately precede or follow an existing meeting so such governors can join or depart as appropriate.

There are no other governors who are prohibited from being members of the Pay Committee. There is no reason why a member of the Headteacher Performance Management Committee cannot be a member of the Pay Committee, save for the fact that they cannot determine the outcome. In such circumstances, the governor should either make or listen to the recommendation (where made by another member of the Headteacher Performance Management Committee), be available to the Pay committee for questions and withdraw from this determination. Equally, there is no reason why the Chair of Governors cannot be a member of the Pay Committee. It is considered good practice that the Chair of Governors does not participate in the performance management of the Headteacher. This protects both the Headteacher and Chair of Governors from risk of challenge of lack of objectivity and probity in respect of the performance management process.

Members of the Pay Committee cannot be involved in any Pay Appeal Committee which arises as a result of their determinations.

The Headteacher has the right to attend in an advisory capacity but must withdraw when their own salary is being discussed. In the majority of circumstances, the Headteacher will present the recommendations to the Governors' Pay Committee, but if the school's pay policy permits, recommendations to the Pay Committee may be received from each performance management reviewer.

Minuting the meeting and reporting back to the Full Governing Body

All meetings of the Governors' Pay Committee, must be clerked. However, the committee does not require verbatim minutes and brief notes of key points of discussion and decisions made are sufficient. In most cases, the Chair or another member of the Committee will act as clerk and notes will be agreed with Committee members as soon as practicable afterwards.

As the nature of the discussion concerns staff salary progression, such minutes must be clearly marked as confidential. It is important to be aware that such minutes will be required, in the event of a pay appeal.

Delegated powers and the purpose of the committee

Advice on preparation for the annual salary determination can be found in Teachers' Pay Recommendation: Advice for Pay Committee Governors. Once decisions are made, the Governors' Pay Committee will need to ensure that arrangements are made to issue salary statements to teaching staff and confirm pay outcomes in writing, as detailed in the pay policy. Such confirmation must statutorily be within one month of the determination.

Although not required by OFSTED or national regulation, Governing Bodies as part of their responsibilities for ensuring both the quality of the provision and efficient use of the school budget, should have an oversight of the pay and performance arrangements for their support staff.

Depending on the agreed arrangements within the Governing Body, the Governors' Pay Committee may undertake an annual audit of performance management and the periodic detailed audit of performance management. These roles do not have to be undertaken by the Governors' Pay Committee, but they are most pragmatically undertaken by committee members fully conversant with the school's pay and performance management policies.

Calendar of Business

Performance management, in line with the performance management policy is normally undertaken by:

- 31st October for Teachers
- 31st December for the Headteacher
- 1st April for Support Staff

Pay determinations should be made and confirmed to staff as soon as practicable afterwards. The Governors' Pay Committee will therefore need to agree with the

Headteacher, an appropriate date, subsequent to the completion of the performance management process by which the Headteacher and/or Performance Management reviewers will be ready to present to the Governors' Pay Committee. Such a meeting would normally be in late October/early November.

Ideally the Headteacher' pay determination, where eligible (i.e. if there is space within the Headteacher's pay range for progression), should occur at the same time. However, it may not have been possible for the Headteacher Performance Management Committee to have met with the Headteacher to conclude the performance management process within this timescale. In many instances, the Headteacher Performance Management process concludes by the end of December and in exceptional circumstances, this may be early spring. The Chair of the Governors' Pay Committee should liaise with the Chair of the Headteacher's Performance Management Committee and identify an appropriate date either in late autumn (Nov/Dec) or early spring (ideally January) to consider the recommendation.

For all teaching staff, including the Headteacher, salary determinations are backdated to 1 September.

Where the Governors' Pay Committee has an established role in support staff pay determinations, the recommendations should be made to the Pay Committee by the end of December/early January to enable notification of outcomes to the payroll provider and progression to take effect from the following April.

Whilst therefore it may possible for the Governors' Pay Committee to meet just once in the academic year, in October, it is likely that most committees will also meet in late Autumn/early Spring to undertake the Headteacher pay progression decision if appropriate and to receive/determine support staff pay decisions.

Where the Governors' Pay Committee has nominated one of its members to undertake the annual audit of performance management, it will need to agree the timeline for reporting back to the full governing body. Pragmatically, it is beneficial that this takes place in the spring term, given the performance management and pay workload for the school leadership and governors in the autumn term.

Raising Attainment and Quality Standards Committee

The purpose of the governing body is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational performance.

This Committee has delegated authority as set out in the scheme of delegation

- To advise the Governing Body on its statutory obligations relating to the curriculum
- To keep under review the school's curriculum policy
- To monitor, evaluate and review the implementation of the curriculum policy
- To support curriculum development, teaching and learning and associated staff continuous professional development, within the financial limitations set by the Finance Committee
- To monitor, evaluate and review the school's achievement and standards protocols.
- Ensure there is reliable assessment and high quality tracking information for all learners.
- To hold the school to account for standards
- To review the school prospectus and website compliance
- To consider and determine complaints relating to the curriculum
- To attend or commission appropriate training for governors

Quality:

- To contribute to the school development plan and the SEF as required
- Ensure that the minimum quality of teaching for all pupils is 'good' or better as per OFSTED Handbook.
- To monitor a complaints policy and procedure for parents
- To consider and review the school's formal complaints procedure on an annual basis
- To consider and review the school's pupil behaviour policy
- To evaluate the provision of Extended Services
- To monitor, evaluate and review the SMSC, personal development and well-being of pupils
- To consider views of children, parents, carers and other stakeholders

- To review the policy and provision for Religious Education and Collective Worship and where necessary make recommendations to the governing body
- To ensure there is an Assessment Policy setting out the principles underpinning both formative and summative assessment as integral to the teaching and learning process within the curriculum.
- To review and agree all other curriculum related policies as delegated by the FGB
- To ensure that the requirements of children with Special Educational Needs are met so far as is reasonably practicable
- In conjunction with the Finance Committee to ensure that sufficient resources are provided for pupils to cover the national curriculum and associated statutory requirements.
- To ensure that Parents receive the results of statutory assessments and an annual report on Students' educational achievements and other information about the School.

Standards:

- To be familiar with the school's self-evaluation form
- To contribute to and monitor the school improvement plan and the post Ofsted inspection action plan
- To challenge and monitor pupil achievement and receive regular reports on the analysis of test and assessment results
- To monitor and review school-based, local and national performance information and data relating to the school and ensure strategies are focused on school improvement.
- To challenge and monitor the provision for 'Disadvantaged Pupils' and publish a statement in line with current guidance re the Pupil Premium Grant.
- To set aspirational targets for pupil achievement.
- To ensure the school is taking effective action in closing the gaps in attainment for all groups
- To challenge and monitor the provision for children with Special Educational Needs and the Special Educational Needs policy.
- To receive a termly English; Maths; SEN and Pupil Premium report from the subject leaders to ensure that barriers to learning are being addressed and provision is being tailored to need resulting in positive impact

- To keep under review the provision for sex education / R.E. / Collective Worship and ensure the school is meeting its statutory obligations.
- To review the timings for the school day and lunchtime arrangements to ensure that they are appropriate and meet statutory requirements
- To review and ensure the provision of enrichment and extension activities and the broader curriculum.
- To set aspirational targets for pupil attainment and progress.
- To ensure the school is compliant with safeguarding standards including regular auditing of the single central record and CPD is current. Appoint a safeguarding governor.
- Ensure understanding of, and adherence to, responsibilities under the Equalities Act, promoting equality and diversity throughout the organisation including in relation to its own operation.
- Ensure policies and effective procedures are in place to improve behaviour ensuring all pupils feel safe in the school community.
- To ensure the school provides a supportive environment, which supports healthy lifestyles.
- To ensure that the school has good mechanisms in place to support good attendance.
- To ensure the school engages efficiently with gives parents and gives them relevant information

Staffing, Finance and Premises Committee

Membership:

The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Procedures) (England) Regulations.

(This committee may informally invite one or two people with an appropriate financial background, to provide specialist support, on a non-voting basis).

Appointment of Chair and Clerk for the Staffing, Finance and Premises Committee:

The appointment of the Chair shall be determined by the governing body or by the committee and reviewed annually. In the absence of the school continuing its Service Level Agreement with the ERYC Governance Service, the governing body shall appoint a clerk to the committee.

Minutes

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the Clerk to the governing body.

Convening Meetings

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the Headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

Terms of Reference

The delegated authority to approve all policies as determined in the Policy Review Cycle agreed by the FGB.

Finance

- To prepare and agree a budget plan each year.
- To monitor the budget termly and make any in year changes.
- To prepare and monitor a Governors' Scheme of Financial Delegation, empowering the Headteacher and other staff to place orders and authorise expenditure within pre-determined limits.

Headteacher: Power to vire and Power to spend up to £5000

This committee: Power to vire and approve expenditure between £5000 - £10 000

FGB: Power to vire and approve expenditure over £10 000 and virements up to £500.

In the absence of the Headteacher, the School Business Manager in consultation with the Chair of Finance, Health and Safety, Premises and Staffing Committee be authorised to approve expenditure up to £500.

- To consider and make decisions concerning any proposal involving recurring expenditure and any proposal involving non-recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
- To be responsible for contractual arrangements in respect of items approved by the governing body in accordance with the Council Standing Orders and Financial Regulations including the opening of tenders and decisions concerning acceptance.
- To consider and decide on proposals from other committees involving additional expenditure.
- To consider the annual accounts and audit reports in respect of non-LA provided funds.
- To ensure that a Register of Governor Interests is maintained and regularly updated.
- To ensure that the school is managed well financially by having due regard to the Schools Financial Value Standard and by monitoring and evaluating the School's financial performance.
- To ensure value for money
- To ensure the school improvement plan is fully costed and provides a sound basis for long term financial planning.
- To give consideration to the initial budget and make recommendations to the Governing Body.
- To establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
- As part of the school's budget monitoring procedures, to review the level of balances and make appropriate recommendations to the Governing Body.
- Evaluate the quality, cost and impact of all services purchased, before contracts are renewed.
- To consider annual insurance requirements and make recommendations to the Governing Body.
- To ensure that appropriate self-evaluations and risk assessments, including use of Financial Benchmarking data, are carried out in a timely manner.
- To ensure due regard for the Consistent Financial Reporting Framework so that accurate CFR returns are submitted to DFE via the LA in a timely manner.
- To receive the feedback from external assessors and act upon it to ensure that the school is meeting the Schools Financial Value Standard or similar standard.
- To receive the report of the Local Authority's auditors and to act upon any recommendations made therein.
- Determine the school's charging and remissions policy and keep it under review.
- To have regard for the LA's guidance on all aspects of Extended Schools activities.

- Will ensure that funds delegated to the school are used for the purpose of the school and not to support Community Extended School activities.
- To consider and make decisions on any matter involving finance or financial management referred to it by the Governing Body.
- To be responsible for determining and making decisions on the content of the annual maintenance programme, being those aspects of maintenance funded from delegated budgets

Premises, Health and Safety

- To be responsible for monitoring the fabric of the school premises based upon recommendations from the Health and Safety Committee and, within the budget provision, authorising maintenance work above the agreed budget level.
- To be responsible for determining a policy and scale of charges for the letting of the premises.
- To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services.
- To be responsible for caretaking arrangements.
- To agree improvements/alterations to school premises and to report to the Governing Body which shall forward proposals to the local authority if required for their consideration and approval if received.
- To draft/agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget.
- To be responsible for monitoring the security of the premises.
- To consider requests to improve/replace furnishings within the school, within budget provision.
- To monitor the operation of the LA's Health and Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of employees, pupils and visitors to the school.
- To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.
- To make recommendations for updating the school development plan as it relates to the management of school premises.
- To undertake termly governors' health and safety inspection of school premises.
- To ensure teachers are able to teach in a safe and comfortable environment whilst, at the same time meeting curriculum requirements; and
- To be responsible to approve educational visits of level 3 or above.

Functions Delegated to Headteacher

- As per the Governors' Scheme of Financial Delegation.
- To be responsible for day to day minor repairs and maintenance.
- To be responsible for the arrangements for letting the school premises.
- To be responsible for liaison with contractors where such work is funded from the school's budget.
- To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee, and, if appropriate, the LA.
- To be responsible for the day to day health and safety arrangements in the school.

Functions Retained by the Full Governing Body

- To give approval to the annual start budget.
- To give consideration to school audit reports

Terms of Reference – Staffing Section of the Committee

Staffing Matters:

- To be responsible for deciding the structure for teaching and support staff.
- To implement variations to the agreed structure.
- To authorise the filling of any vacancy which might arise.
- To determine in accordance with the school's pay policy the level of salary for new appointments to both teaching and support staff.
- To agree proposals in connection with the budgetary process.
- To consider applications from staff for early retirement.
- To consider applications from staff for leave of absence outside of the Scheme adopted by the Governing Body.
- To delegate the appointment of all staff at the school to the Headteacher - with exception of Headteacher appointment; and Deputy Headteacher which will be done in partnership with the Headteacher.
- To monitor and review the teaching and support staff in-service training needs of the school.
- To be responsible for the oversight of arrangements for the deployment at the school of non-governing body employees.
- To make recommendations for updating the school development plan on a regular basis.

Pay Matters:

- To work to meet aims of the whole-school pay policy.
- To ensure that the parts of the policy relating to teachers' salaries comply with the current School Teachers' Pay and Conditions Document; and that support staff pay complies with ERYC guidance.
- To ensure that in regard to equal opportunities the requirements of legislation relating to gender, race and disability are met and to consider matters relating to age.
- To ensure that the pay policy meets the needs of recruitment, retention and development of staff.
- To recommend how information on vacant posts, including discretionary points, temporary and acting posts shall be made known to staff.
- To take into account proper pay relativity between jobs within school.
- To give recognition within the salary structure to increased responsibility, whether temporary or permanent.
- To recommend to the governing body the criteria to be used for any discretionary points.
- To ensure that all staff have clear job descriptions so that discretionary points can be awarded in a fair, equitable and consistent manner and that job descriptions are reviewed annually.
- To ensure that, when discretionary points are awarded, the reasons for the increase are clearly minuted, since these may be required if there is an appeal.
- To ensure that detailed records are maintained of all matters relating to salaries, and that staff have access to their own records whenever they wish.
- To ensure that staff are aware of the procedures for discussing their salary with the Headteacher or other appointed member of the leadership team.
- To ensure that staff know the procedure for making an appeal.
- To seek advice from the Local Authority, professional organisations and unions as necessary.
- To keep in touch with pay policies of other schools and to recommend on parity with them.
- To agree the annual budget needed for salaries and to ensure that the new appointments and awards are made or revised, and that costs remain within the budget.
- To arrange for an annual review of the pay policy and all staff salaries, including those of the Headteacher and leadership staff, and for staff to be fully consulted.
- To ensure that every member of staff has a contract of employment.
- To consider applications for an increase in remuneration from all staff having regard to National Conditions of Service, Local Agreements and Employment Legislation.

Functions Delegated To Headteacher

- To authorise leave of absence for staff within the scheme adopted by the governing body (with or without pay).
- To appoint temporary supply staff and also staff to cover the absences of permanent staff.
- To make all the necessary arrangements for the appointment of staff which have been agreed by the committee or the governing body.
- To approve the working of overtime.
- To take such other urgent action on staffing issues as is required in consultation with the Chair of the Committee.

Functions Retained by the Full Governing Body

- To be responsible for the arrangements for appointing the Headteacher