

Higher Bebington Junior School Governing Body Committees.

1. Personnel and Pay Implementation Committee

Overall Purpose of the Committee

The overall purpose of this Committee is to implement the personnel and pay policies of the Governing Board by making decisions related to individual members of staff; including the annual review of all teachers' pay.

Membership

It is suggested that all eligible governors are members of this committee (i.e. other than staff governors) to enable the Governing Board to effectively deal with any staffing matters that may arise within the school. For matters relating to pay, at least three governors, who are not staff members, must form the committee (as per the Whole School Pay Policy 2022)

Terms of Reference

The following are recommended with Wirral HR within the Wirral Pay Policy

1. To agree the Pay Policy, after consultation has taken place with staff and their professional association or trade union representatives, and amendments made in the light of comments received, and to inform staff that the Policy has been adopted.
2. To work to meet the aims of the Whole School Pay Policy.
3. To ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service.
4. To operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010.
5. To ensure that the Pay Policy aims to meet the needs of the school to recruit, retain, develop and motivate staff.
6. To decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including agency workers and those on maternity leave, adoption leave, secondment or long-term sick leave.
7. To have regard to the need for proper pay relativity and equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy.
8. To recognise, within the salary structure, increased responsibility, whether temporary or permanent.
9. To determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner.
10. To ensure that the reasons for discretionary awards are clearly recorded in minutes and to determine what provision should be made in the school's budget for discretionary awards.
11. To inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time.
12. To determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 27 of the STPCD 2020.

NB For Headteachers, Deputy Headteachers and Assistant Headteachers:

- a) They may not be awarded payments under paragraphs 27.1 to 27.2 of the 2022 STPCD other than as reimbursement of reasonably incurred housing or relocation costs.
 - b) All other recruitment and retention considerations, including non-monetary benefits, must be considered when determining the pay range.
 - c) Where the relevant body pays a recruitment or retention incentive or benefit awarded, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the 2022 STPCD.
13. To consider recommendations from the Headteacher about pay awards based on the Pay Policy.
 14. To work closely with the Full Governing Body in agreeing the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget.
 15. To arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process.
 16. To decide upon movement on the upper pay range, based on the recommendations of the school's adopted performance appraisal reviewer and the Pay Policy.
 17. To appoint Governors to agree performance targets and to determine the pay of the Headteacher in accordance with STPCD statutory regulations.
 18. To minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decision of the Pay Committee in order to protect the appeals procedure.
 19. To direct the Headteacher to advise the Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals.
 20. To ensure that procedures required by the Education (School Government) Regulations 1999 (and as subsequently amended) are complied with, especially regarding agenda and minutes.

The following actions may be delegated to the headteacher

21. To ensure that clear written job descriptions exist.
22. To ensure that detailed records are kept of all matters relating to salaries.
23. To ensure that staff are aware of the procedures for presenting their case for review to the Pay Committee.
24. To ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (eg performance management, threshold assessment).
25. To arrange for the annual review of the Pay Policy in full consultation with the staff.
26. To provide a formal written salary statement for all teachers and a staffing structure describing senior manager and TLR posts.

Personnel Appointments

For Headteacher appointments:

- The whole Governing Board to interview and select an appointable candidate OR
- A selection panel of at least 3 Governors to select, interview and recommend an interviewee to the Governing Board for appointment

For SLT appointments: A selection panel of at least 3 Governors to select, interview and appoint an interviewee

For appointment of staff outside the SLT group: The Headteacher, or one or more individual Governors (with the right of the Headteacher to advise) or one or more Governors and the Headteacher

The panel should consist of at least 3 people, one of which is the Headteacher or their nominee (although a minimum of two is accepted) of suitable experience and training and where possible gender mix. At least one member of the panel must have completed the Safer Recruitment training. The same panel members should be involved throughout the recruitment process and Governors should be a member of the relevant committee of Governors.]

2. Personnel Appeals Committee

Overall Purpose of the Committee

The overall purpose of the Committee is to implement the personnel and pay policies of the Governing Board by making appeal decisions related to individual members of staff. Meets as required, to deal with cases relating to individuals

Membership

It is suggested that all eligible governors are members of this committee (i.e. other than staff governors) to enable the Governing Board to effectively deal with any staffing appeals that may arise within the school.

Terms of Reference

- To hear appeals from members of school employed staff against decisions made by the Personnel and Pay Implementation Committee.

3. Headteacher Appraisal Committee

Overall Purpose of the Committee

The overall purpose of the Committee is to carry out the Governing Body's statutory responsibilities for the Performance Management of the Headteacher.

Effective appraisal is an important part of the governing body's drive for school improvement.

Membership

A minimum of two Governors who are not employed at the school. As the chair is the governor who will know the most about the performance of the headteacher on a week to week basis, unless there are exceptional circumstances, the chair should be part of the appraisal committee. An external School Improvement Associate should also be present at the annual appraisal committee meeting.

Quorum

Two Governors plus the School Improvement Associate.

Terms of Reference

- To carry out the annual appraisal of the Headteacher in accordance with legal requirements and the pay policy of the school.

- To appoint a suitably qualified external adviser/reviewer to support and advise them in the appraisal of the headteacher. This appointment should be confirmed each year at a full governing body meeting and should not be delegated to the headteacher to decide.
- To set the headteacher's objectives after consultation with the external adviser and discussion with the headteacher and discuss progress against the previous year's objectives and make a recommendation on pay to the Personnel and Pay committee.
- It is for the governing body to determine whether the headteacher's objectives and performance against them will be shared with the whole governing body (apart from staff governors) or remain confidential to the review panel and Personnel and Pay committee.

Governing bodies must also appoint a Review Officer to deal with any complaints made by the Headteacher about his/her review. The Review Officer must not be a member of the Headteacher's Appraisal Committee.

4. Complaints Committee

Overall Purpose of the Committee

To consider complaints, from parents and members of the public, in accordance with the School's Complaints Procedure.

This committee meets as required to deal with cases relating to individuals. A pool of three governors should be convened (not including any staff or the headteacher)

Membership

A pool of Governors any three of whom will deal with a particular complaint. All staff at the school (including the Headteacher) and, where possible, all members of the Committee responsible for considering staff discipline cases to be excluded.

It is recommended that at least one Parent Governor is included.

Governors with detailed knowledge of the case to be considered should not be members of the Committee for that case.

Pupil Discipline Committee

Overall Purpose of the Committee

The overall purpose of the Committee is to carry out the Governing Board's legal responsibilities in relation to reviewing the exclusion from school of individual pupils.

Terms of Reference

Consideration of Exclusions

To carry out the Governing Board's statutory duty to review fixed-term and permanent exclusion cases, as required by legislation and in accordance with DfE and LA advice.

Reviews will involve:

- considering the case presented by the Headteacher;
- considering the views of parents of the excluded pupil;
- considering the views of the LA (including such agencies as the Educational Psychology Service, the Fair Access Team, the Pupil Referral and Support Service, the SEN Service or the Education Welfare Service);
- having regard to DfE and LA guidance and the policy of the Governing Board;
- deciding whether to uphold the exclusion, or not, (where the pupil is still excluded);

- ensuring that a note of the Committee's views on the exclusion is placed on the pupil's record with a copy of the Headteacher's exclusion letter, where appropriate; and
- ensuring that the parents, Headteacher and LA are informed of the Committee's decision in writing, within the required timescale.

Appeals to the Independent Appeals Panel (set up by the Council) made by parents against decisions of the committee to uphold a permanent exclusion

- To prepare the statement of the Governing Board for such an appeal and to liaise with the Clerk to the Appeals Panel with regard to other information required.
- To represent the Governing Board at the hearing of the case by the Appeals Panel.