

# **HARBORNE PRIMARY SCHOOL GOVERNING BODY**

## **Terms of Reference**

### **Human Resources Committee 2023/2024**

#### **Quorum:**

The quorum for meetings of the Committee shall be **3** governors of which the Head Teacher must be one except where the Head Teacher has declared an interest in the agenda item, in which case the quorum shall be any 3 governors.

#### **Chair of the Committee:**

The Committee shall appoint a Chair at its first meeting of the academic year. In the absence of the appointed Chair, the Committee can appoint a member to act as Chair for the meeting.

#### **Clerk to the Committee:**

The Clerk to the Committee is the Clerk to the Governing Body. In the absence of the Clerk, the Committee can appoint a member (but not the Head Teacher) to act as Clerk to the meeting.

#### **Meetings of the Committee:**

The Committee shall meet once a term or otherwise as required.

#### **Terms of Reference:**

##### **1. The Committee shall have the following delegated responsibilities in respect of Human Resources, Pay & Performance Management:**

- Ensure as far as is reasonably possible that the School's procedures and practices that relate to personnel comply with the requirements of Governing Bodies to adhere to the Equality Act (2010).
- To draft and keep under review the School's staffing structure in consultation with the Head Teacher in line with the SDP and school budget.

- To oversee any required review of the School's staffing structure.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and for ensuring that it is reviewed on an annual basis including discretionary powers.
- Implement the relevant sections of the School's Pay Policy, as adopted by the Governing Body and subject to the employee's right of appeal.
- To establish written performance management policies for all staff that sets out how teacher and support staff appraisals at the school are to be implemented.
- Ensure that the pay of all teachers is reviewed annually in line with the Governing Body Pay Policy, the School Teachers' Pay and Conditions document and relevant Local Authority guidance.
- Determine the pay and grading levels for support staff from the pay and grading structure adopted by Birmingham City Council and where necessary review these pay and grading levels in consultation with the Head Teacher and using Local Authority advice.
- To advise staff of the relevant procedures that relates to any appeal against a decision on pay grading or pay awards.
- Ensure that records are maintained, by the Clerk to the Governing Body or the Head Teacher as appropriate, of all matters relating to salaries.
- Monitor and review the procedures followed by the Head Teacher who leads on the process of making staff appointments outside of the leadership group.
- To keep under review staff work/life balance, working conditions and well being, including the monitoring of absence.
- Monitor the programme of staff development and training (via the Headteacher's report to the Full Governing Body) and ensure that it is meeting the needs of the School and its staff.
- To review and modify, where applicable, the policies and procedures listed in the HR Section of the Governing Body Audit Tool.