



# Wincheap Foundation Primary School

*'The things that make me different are the things that make me'*

**Winnie The Pooh**

## TERMS OF REFERENCE

### Pay & Personnel

2025-26

<b>Governor Membership</b>	No fewer than 3 Governors, appointed by the Full Governing Body plus the Headteacher  Membership is agreed at the first meeting of the board of the academic year and is recorded on the school website
<b>Quorum</b>	Three Governors including the Head Teacher
<b>Chair</b>	The Chair will be appointed by the Committee members annually
<b>Vice Chair</b>	The Committee may appoint a Vice/Deputy Chair if it so wishes.

### Delegated Powers

The Pay & Personnel Committee has delegated authority as outlined in these Terms of Reference.

The Pay & Personnel Committee oversees staffing structure, pay, performance management, and staff welfare to support the school's improvement goals.

### Staffing and Improvement Planning

- **Contribute to the School Improvement Plan** by making recommendations on staffing issues in consultation with the Headteacher.
- Review the staffing structure annually to confirm it aligns with the School Improvement Plan and the school's needs.

- Contribute to any aspects of the School Improvement Plan or post-Ofsted Action Plan related to pay or personnel, and monitor implementation.

## Staff Management and Pay

- **Review** staff salaries annually in accordance with statutory regulations and within the budget set by the FGB.
- Oversee all matters relating to Performance Management and Pay policies, Equality information, and make pay recommendations to the Finance and Premises Committee.
- Ensure Performance Management procedures are properly implemented for all staff members.

## Policies and Procedures

- Ensure the Governing Body adopts procedures for managing Grievance, Discipline, and Sickness Absence.
- Review and approve staffing policies as outlined in the policy schedule.

## Training and Development

- Support staff training to facilitate personal development and meet the school's needs.
- Attend or commission appropriate training for Governors.

## Monitoring and Reporting

- Monitor staff welfare, work/life balance, working conditions, and overall well-being.
- Receive reports on staff absences, staff surveys, and career progression opportunities.
- Review employment relations with Trade Unions and monitor general staff relations.
- Receive reports on the Headteacher's agreed objectives against which the annual pay review will be conducted.
- Report to the Full Governing Body at each of its meetings on matters discussed and actions taken.

Approved by the Board of Governors on 25<sup>th</sup> November 2025