



Testwood School

Terms of Reference - Staffing and Performance and Pay Panel

Purpose

- The panel has responsibility for Staffing, Performance and Pay.

Constitution

- The panel may consist of up to 5 Trustees and the Headteacher, the quorum being 3 Trustees.
- The membership and terms of reference of the panel shall be determined and ratified annually by the Board of Trustees.
- Other members of the Board of Trustees may attend any meeting of the panel as an observer other than when confidential issues are being discussed.
- At the last Full Trustee Board meeting of the academic year, a Panel Chair and Vice Chair shall be elected for the start of the next school year.
- If the chair of a panel is unable to fulfil the role, due to unforeseen circumstances, then the Chair of Trustees can delegate the vice chair to take on the role, or elect in one of the other panel members. The temporary role to be held until the end of the academic year.
- Panel members are entitled to seven days written notice of a meeting and its agenda. A shorter timescale may be given if the chair decides an issue requires it.
- All meetings will be minuted and the names of those present noted.
- The National Governance Association NGA recommends that Boards of Trustees arrange virtual meetings, as and when required, but ensuring that it is done in an inclusive manner.
- Where there is a conflict of interest and there is a reasonable doubt about the member's ability to act impartially, he / she should withdraw from the meeting, and in no circumstances vote.
- Minutes will be circulated to all Trustees within 10 working days except items which are of a confidential nature which will only be circulated to members of the panel
- The panel must report key decisions to the full Board of Trustees at its next meeting.

- A separate panel would be required for decisions to dismiss staff and a second panel whose members have had no dealings with the original decision, would be required to deal with subsequent appeals.
- Any person employed at the school other than the Headteacher, will not be permitted to participate when consideration is being given as regards the pay or performance review of any employee of the school.

Duties

- To be involved when required in the appointment key teaching staff except the Headteacher and Deputy Head which is the responsibility of the Board of Trustees.
- To review the staffing structure on a regular basis having regards to needs of the curriculum
 - To ensure that all roles and responsibilities including personal specifications are reviewed by the Headteacher.
- To establish and review the Pay and Performance Management Policies for all staff and be involved in the Performance Management of the Leadership Team.
- To identify and agree Trustees to carry out the Headteacher's Performance Management Review.
- To ensure a programme of Performance Management Review is in place for all staff.
- The Headteacher to report to the panel annually as to the salary progression of staff by means of a summary report (minutes to be confidential).
 - To consider and provide Trustee representation on any appeal against a decision on pay grading or pay awards. Pay panel members will be excluded from membership of the Trustee Board Appeal Committee where convened.
- To keep under review staff work-life balance, working conditions and wellbeing including the monitoring of staff absence.

Date agreed: 29 November 2023

Date due for renewal: November 2024

Signature of Chair of Board of Trustees: K Williams

Policies Reviewed by the Staff Performance & Pay Panel :

- **Code of Conduct**
- **Disciplinary Policy**
- **Emergency & Special Leave Policy**
- **Equality Policy**
- **Exam Policy**
- **Low Level Concern Policy**
- **Menopause Policy**
- **Performance Management Review (Staff) Policy**
- **Sickness & Absence Policy and Procedure**
- **Wellbeing Policy**
- **Whistleblowing Policy**