

**RESOURCES, PAY & PERSONNEL COMMITTEE**  
**Terms of Reference &**  
**Annual Timetable of Business**



**Composition:**

- Minimum of 4 Governors
- Headteacher
- School Administrative Officer (to be in attendance for relevant parts of the agenda)

The Committee will perform the role of the pay committee.

The Committee shall include such temporary co-opted non-voting members, as the Governing Body shall appoint for a particular task.

To be quorate the Committee must include not less than 3 Governors, who shall not be members of staff. Any paid employees of the school who are also governors are unable to be members of the Committee.

The Committee shall not meet without the Headteacher being present, although the Headteacher will withdraw when their own salary is being discussed.

Members of this Committee will be excluded from membership of the Governors' Appeal Committee when convened to consider a pay appeal.

**Method of working:**

- Meet at least once a term prior to Full Governing Body meetings.
- Agenda to be distributed to all Committee members at least 1 week before a meeting.
- Minutes to be taken & circulated to all Committee members & tabled at the next Full Governing Body meeting.
- The minutes of this 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.
- Any Other Business to be included on agenda and all items to be submitted to the Committee Chair at least 24 hours in advance of a meeting.
- All Committee members should complete the "Understanding Finance" course and are encouraged to complete the "Strategic Finance" and relevant Personnel courses.

**Terms of Reference:**

1. To maintain an overview of all matters relating to budget and finances on behalf of the Governing Body, and ensure that good financial practice is observed.
2. Prepare draft budget for the next financial year for consideration and approval by the Full Governing Body (after allocation has been received from the LA; this needs to be completed by 31st May)
3. Approve the revised budget for submission to Hampshire County Council by 30<sup>th</sup> November
4. Keep budget and in year expenditure under review and report the financial situation to the Full Governing Body at least once per term.

5. To review the School's Personnel & Pay policies as appropriate in line with current legislation & to submit any proposed amendments to the Full Governing Body for approval. Otherwise, review policies in accordance with the Policy Matrix.
6. Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher.
7. Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee.
8. Deal with any request from a governor or the school leadership team to review leadership pay ranges and make recommendations for any changes to the Full Governing Body, where appropriate.
9. Receive a summary report from the Headteacher on support staff pay determinations.
10. Where the 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 made by the Headteacher (or Chair of the HTRP).
11. Nominate two of its members to undertake the annual audit of performance management.
12. To review the performance management and professional development procedures for the staff.
13. Consider long-term planning and resources to fulfill the Strategic Development Plan.
14. Ensure that any non-public funds are properly audited and a report is presented to the Full Governing Body.
15. To undertake an inspection of the state and condition of the school buildings and facilities at least once a term and to report on this to the Full Governing Body.
16. To monitor the implementation of any work recommended as a result of the termly inspection.
17. To monitor any new school building project and to keep the Governing Body informed.
18. To keep under review the staffing requirements of both teaching and non-teaching staff, including Safer Recruitment, their duties, in-service training and promotion.

**RESOURCES, PAY & PERSONNEL COMMITTEE**  
**Annual Timetable of Business**



**Autumn Term 1** (*self-clerked by governors*)

- Make determinations in respect of the audit of performance management and pay for the academic year
- Receive Headteacher recommendations for teachers' pay progression decisions
- Make determinations on teachers' salary progression, backdated to 1 September
- Request that salary statements are issued to teaching staff to confirm Committee determinations

**Autumn Term 2**

- Review Committee Terms of Reference
- Consider budgetary implications of 'Number on Roll' (NOR) for the current financial year and consider estimated adjustment to next year's financial budget
- Review spending against budget plan, discuss and agree revised budget for submission to Hampshire County Council by 30th November
- Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression
- 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
- Receive Headteacher report on support staff pay progression
- Agree three indicators for annual benchmarking exercise in the Spring term
- Arrange for termly Health & Safety visit for Spring term to report to the Spring term Committee meeting
- Staffing update
- Review school policies in line with the Policy Matrix
- Review the management of safeguarding (Keeping Children Safe in Education)
- Governors' development – key points & actions from training
- Consider any issues or opportunities of a strategic nature for the development and improvement of the school

**Spring Term**

- Monitor spending against budget plan
- Review NOR and calculate estimated budget adjustment
- Arrange for termly Health & Safety visit for Summer term to report to the Summer term Committee meeting
- Staffing update
- Review staff structure and management plan for the coming year
- Agree SFVS / recommend to FGB
- Receive report on annual benchmarking exercise

- Review school policies in line with the Policy Matrix
- Review the management of safeguarding (Keeping Children Safe in Education)
- Governors' development – key points & actions from training
- Consider any issues or opportunities of a strategic nature for the development and improvement of the school

### **Summer Term**

- Monitor spending against budget plan
- Discuss estimated under/overspend for previous financial year
- Prepare draft budget for next financial year for consideration and approval by the Full Governing Body (deadline of 31st May)
- Consider strategic implications of 'Number on Roll' (NOR) for future years
- Discuss Strategic Development Plan for recommendation to the FGB
- Arrange for termly Health & Safety visit for Autumn term to report to the Autumn term Committee meeting
- Staffing update
- Nominate two governors to undertake the annual audit of performance management to be conducted early in the Autumn term and before the first Committee meeting of that term
- Agree lettings charges for following academic year for recommendation to FGB
- Review school policies in line with the Policy Matrix.
- Review the management of safeguarding (Keeping Children Safe in Education)
- Governors' development – key points & actions from training
- Consider any issues or opportunities of a strategic nature for the development and improvement of the school