RINGWOOD SCHOOL GOVERNING BODY

Pay & Staff Welfare Committee – Terms of Reference

1. Purpose

1.1 To consider, on behalf of the Governing Body, matters relating to staffing and HR, including establishment, welfare and conditions of service, serious incidents and complaints relating to staff.

1.2 To establish a whole Academy Pay Policy for adoption by the Governing Body and to monitor and review the Pay and Performance Management Policies on an annual basis.

1.3 The terms of the "Ringwood School Governing Body – Governance Arrangements" document applies to all constituted committees of the Governing Body.

2. Responsibility/Authority

2.1 The Committee shall consider and advise the Governing Body on adequacy and effectiveness of the School's planning, processes, and systems in all matters relating to the pay and welfare of staff.

2.2 Pay

The Committee will have the following full delegated powers from the Governing Body to:

2.2.1 Review the Academy Pay Policy, including pay structures and Performance Development Policy on an annual basis for approval by the Governing body, to ensure they are statutorily compliant, considering the impact of changes to national pay rates, the School Teachers Pay and Conditions document and any local and national agreements, reporting to the Governing Body as appropriate;

2.2.2 Determine salary progression for eligible teaching staff, following recommendation by the Headteacher and/or other Performance Development reviewers, as appropriate;

2.2.3 Determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee (HPMC).

2.2.4 Ensure the Pay Policy is applied equitably and consistently for all staff, including undertaking an audit of Performance Development.

2.2.5 Determine the salary progression for eligible support staff, following recommendation by the Headteacher and/or other Performance Development reviewers as appropriate;

2.2.6 Consider other staffing and HR matters specifically related to structure and pay relative to posts, maintaining an up-to-date staffing structure as an appendix to the Pay Policy;

2.2.7 Require the Headteacher to ensure that up to date person specifications and job descriptions are maintained and annual pay statements are issued to all staff;

2.2.8 Monitor governance risks and their inclusion on the School's Risk Register.

2.3 Staffing and Human Resources

2.3.1 If redundancies take place in the School, governors will seek assurance that the

process is legally compliant with the law and the process is in line with the School Redundancy Policy. Approval will be sought and obtained by this Committee prior to the School undertaking any action as delegated by the FGB;

2.3.2 Ensure that the School is compliant with all legal requirements for the appointment and employment of staff;

2.3.3 Contribute, in accordance with the School's Disciplinary Policy, to the staff disciplinary process,

2.3.4 Contribute to appointment of Leadership Team posts.

2.3.5 Monitor the effectiveness of the School's employment policies and procedures as required, approving them with such amendments as it considers appropriate;

2.3.6 Review annually those aspects of the School Improvement Plan (SIP) which relate to, or which may have an impact on, the staffing of the Academy. Make recommendations to the Governing Body with regards to staffing implications of those aspects of the SIP for which they are responsible.

2.3.7 Receive reports on proposed changes to finance, pastoral, curriculum, facilities, and administrative arrangements, and advise the Governing Body of implications in relation to staffing of the School.

2.4 Headteachers Performance Management Committee (HPMC)

2.4.1 The Headteachers Performance Management Committee shall comprise a minimum of two and up to three members of the Governing Body.

2.4.2 The HPMC shall meet twice a year and undertake regular performance management reviews against targets agreed by the Committee.

2.4.3 The Governing Body will appoint an external advisor to offer advice and support in relation to the performance management of the Headteacher. The external adviser should have the relevant skill set, including sound judgement, good analytical skills, knowledge and understanding, as well as relevant personal qualities. A background in secondary school headship is ideal. The appointment or re-appointment of the external advisor will be reviewed at the first committee meeting of the academic year.

3. Membership

3.1 Membership of the Committee shall comprise a minimum of three members, one of whom will be a representative on the Headteacher Performance Management Committee (HPMC).

3.2 The Chair of Governors may be a member of either the Pay Committee or the HPMC but cannot sit on both.

3.3 The Headteacher may not be a member of the Committee but may attend in an advisory capacity but must withdraw when their own salary and terms of employment are being discussed.

3.4 Employees of the School who are also staff governors may be members of this Committee but will withdraw and not take part in discussions relating to the performance development or pay of any school employee, including the Headteacher's appraisal.

3.5 Members of the Committee cannot be involved in any Pay Appeal Committee which arises as a result of their determinations. Other members of the committee who had no direct involvement can be involved.

3.6 The Committee may co-opt members who are not members of the Governing Body to assist the Committee to conduct its business and may invite other governors to attend meetings as required e.g., to ensure quoracy.

3.7 The Committee will ideally have at least one member with appropriate HR experience.

3.8 Each Committee will elect a chair and vice-chair from within its members, who will each hold office for two years.

3.9 The quorum for any committee meeting is three governors or committee members or, if greater, one third of the committee. In the event of there being fewer than three serving members of a committee, the quorum shall be all the members of that committee.

3.10 The Clerk to this Committee shall be Clerk to the Governors.

4. Meetings

4.1 The Committee will meet three times a year in accordance with the meeting schedule approved by the Governing Body but may schedule additional meetings as the Governing Body or Committee consider necessary.

4.2 The Committee may invite members of staff or other persons to speak at meetings, but they will not be able to vote.

4.3 Agendas should be circulated at least one full week in advance of the meeting; items for agendas should be sent to the Clerk at least two working days before the papers are sent out.

4.4 The Committee's terms of reference shall be reviewed annually.

5. Minutes

5.1 The minutes will be recorded by the Clerk of the Governors and will be sent to the Chair of the Committee to agree within two weeks following the meeting. In the absence of the Clerk the minutes will be recorded by a member of the Committee.

5.2 Draft minutes will be circulated with the agenda for approval at the next Pay & Staff welfare Committee meeting by the Committee members.

5.3 Agreed minutes will be signed by the Chair of the Committee and uploaded to the Governor Hub. Minutes of all Governing Body Meetings are available for inspection in school by arrangement upon request from the Clerk to Governors.

6. Reporting/Relationship

6.1 The Chair of the Committee will provide a verbal/written report (as appropriate) at the next Full Governing Board (FGB).

6.2 Any significant issues should be escalated to the FGB.

7. Conduct at Meetings

7.1 Members will act in accordance with the Governors Code of Conduct and meetings will be administered in accordance with these terms of reference.

7.2 Members will be asked to declare any conflict of interest at the start of each meeting, and this will be recorded in the minutes.

Date last updated: October 2025