



Mansbridge Primary School

Personnel/Pay Committee - Terms of Reference

Membership:

At least three members of the Governing Body (non-staff), plus the Headteacher in an advisory capacity (2 (excluding Headteacher to form a quorum)

Meeting frequency:

Termly, or more frequently as necessary - to report back at the next full governing body meeting.

Terms of reference:

1. To agree the Chair of the Committee, annually, at its first meeting in the Autumn term;
2. Within staffing budget limits set by the governing body decide with the Headteacher any urgent mid-year changes needed to the agreed staffing structure, this will include all reference to the performance management policy;
3. Shall delegate powers to make pay awards within the agreed pay policy to the Headteacher
4. To monitor manage and report, at least annually on governing body vacancies
5. Monitor and report annually the attendance statistics of the governing body.
6. To review, adopt and implement the pay policy.
7. To be responsible with the Headteacher, for all appointment procedures and their implementation for all staff in accordance with the most recent regulations. The Head to be responsible for detailed arrangements.
8. To determine with the Headteacher whether a governor is required for a selection panel for a vacant post. (All governors are eligible to be considered for a selection panel, however governors will be encouraged to undertake governor training for selecting and interviewing.) Governors will be required for interview panels for LMT. Where other staff recruitment it may be useful to invite members of the governing body. At least one Governor must have completed the safer recruitment training to take part in interviews of LMT.
9. Advise the governing body on such matters as may be referred to it.
10. Review terms of reference for Pay and Personnel committee.
11. Monitor staff absence.

Reviewed and approved 29.09.2026

Next review September 2027