

## The Mortimer Federation of St. John's and St. Mary's

| Terms of Reference Personnel and Pay Committee |           |               |                |
|------------------------------------------------|-----------|---------------|----------------|
| Policy Number                                  | Personnel | Date of Issue | September 2025 |
| Status                                         |           | Review Date   | September 2026 |
|                                                |           | Issue Number  | 7              |

### **THE MORTIMER FEDERATION OF ST. JOHN'S AND ST. MARY'S** **TERMS OF REFERENCE - PERSONNEL AND PAY COMMITTEE**

#### **Membership**

The committee will be elected annually at the first meeting of the Governing Board of each academic year.

The committee will consist of at least three Governors in addition to the Executive Headteacher (or their representative). The chairman of the committee will be elected annually at the first committee meeting of the year. The Clerk will be agreed at the start of each meeting.

Members for 2025-2026 are: Mr Geoff Batchelar, Mrs Clare Beswick, Mr Richard Bourne, Father Paul Chaplin, Mrs Carol Macdonald and Mr Scott Seton.

#### **Meetings**

The committee will meet at least five times a year. A quorum is at least two governors and the Executive Headteacher (or representative) or chair of governors. The meetings will generally be held at Mortimer St Mary's C of E Junior School, unless otherwise published in advance.

At least one week's notice will be given to members, by the circulation of an agenda and related papers.

#### **Powers**

The committee has the power to review and approve the policy documents stated in the objectives. The committee will consider other issues relevant to its stated objectives and make recommendations to the Full Governing Board.

#### **Aims**

To ensure that The Mortimer Federation of St John's and St Mary's has the appropriate level of high-quality teaching and non-teaching staff to meet the educational and social needs of all the children at the school.

To ensure that the schools have the standard policies in place to make the schools secure, stable and happy environments for children, staff and parents.

#### **Objectives**

To ensure that the schools have the following standard policies in place and that they are updated in line with the review dates in the table below:-

| Policy                              | Review Date    | Statutory (Y)? | FGB Approval (Y)? |
|-------------------------------------|----------------|----------------|-------------------|
| Adoption Leave                      | February 2027  |                |                   |
| Adults in School                    | February 2027  |                |                   |
| Appraisal Procedure                 | November 2025  | Yes            |                   |
| Capability Procedures               | November 2025  | Yes            |                   |
| Child Protection and Safeguarding   | September 2026 | Yes            | Yes               |
| Code of Conduct for School Staff    | June 2026      | Yes            | Yes               |
| Complaints Procedure                | June 2026      | Yes            | Yes               |
| Continuous Professional Development | February 2027  | Yes            | Yes               |

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|                                                                            |                |     |     |
|----------------------------------------------------------------------------|----------------|-----|-----|
| Core Contracts                                                             | March 2026     |     |     |
| Data Protection                                                            | September 2025 | Yes | Yes |
| Disciplinary Procedure                                                     | June 2027      | Yes | Yes |
| Early Career Teacher                                                       | June 2026      | Yes | Yes |
| Equality                                                                   | March 2027     | Yes |     |
| Freedom of Information Publication Scheme                                  | November 2025  | Yes | Yes |
| Grievance                                                                  | June 2027      | Yes | Yes |
| Leave of Absence (Staff)                                                   | March 2025     |     |     |
| Management of Sickness Absence                                             | November 2026  |     |     |
| Managing Medicines                                                         | June 2027      |     |     |
| Maternity                                                                  | February 2026  |     |     |
| Pay                                                                        | November 2026  | Yes | Yes |
| Persistent and Vexatious Complaints                                        | September 2026 |     | Yes |
| Privacy Notice Staff, Parents/Carers, Pupils, After School Clubs Providers | June 2026      |     |     |
| Probationary Procedure for Non-Teaching Staff                              | March 2026     |     |     |
| Records Management                                                         | March 2026     |     |     |
| Recruitment and Retention                                                  | June 2027      |     |     |
| Redundancy                                                                 | November 2025  | Yes |     |
| Safer Recruitment                                                          | March 2026     | Yes |     |
| Shared Parental Leave                                                      | February 2026  |     |     |
| Social Networking Advice for School                                        | February 2027  |     |     |
| Staff Ill Health Capability                                                | February 2026  |     |     |
| Stress Management                                                          | November 2026  |     |     |
| Terms of Reference                                                         | September 2026 | Yes |     |
| Touch Policy and Restraint of Pupils                                       | March 2026     |     |     |

### A. With specific reference to pay

1. To achieve the aims of the Federation pay policy in a fair and equal manner
2. To observe all statutory and contractual obligations.
3. To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full Governing Board.
4. To carry out the annual review of the salary levels of the teaching staff, following reviews carried out by the Head, as part of the School's Performance Management Policy.
5. To ensure there is representation made to the Finance Committee, so that the annual budget or staffing budget for pay is agreed.
6. To nominate to the Governing Board the Panel of Appointed Governors to carry out the Head's Performance Review.
7. To appoint and work with the External Adviser.
8. To carry out the annual salary review of the Headteacher taking into account the findings of the Appointed Panel carrying out the Head's Performance Review.
9. To keep abreast of relevant developments and to advise the Governing Board with the federation's pay policy needs to be revised.
10. To work with the head in ensuring that the Governing Board complies with the Appraisal Regulations.
11. To work within the requirements of the Race Equality Policy.

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### B. With specific reference to the personnel matters

1. The Executive Headteacher has responsibility for the recruitment of non-teaching staff. Members of the Personnel and Pay committee will be involved in the selection of teaching staff (other governors may be co-opted)

All governors will be involved in the recruitment of an Executive Head, Deputy Head or Assistant Head.

2. To be kept informed by the Executive Headteacher of any changes in the staff complement or changes in responsibilities of the current staff. Committee members should be aware of the current staff complement, both teaching and non-teaching, and of their current responsibilities.

A governor who is not a member of a committee can attend a committee meeting by prior arrangement with the chair of that committee on matters of mutual interest. This must be agreed in advance and be planned for on the Agenda. The governor will have no voting rights.

14 October 2025

\_\_\_\_\_  
Chair of the Personnel and Pay Committee

\_\_\_\_\_  
Date

Approved by the Full Governing Board 14<sup>th</sup> October 2025

\_\_\_\_\_  
Chair of Governors

### Share Your Light

John 10:10 "Life in all its fullness"