St. Anne's and Guardian Angels

Excellence Together with Christ at the Centre

Staffing Committee
Terms of Reference

Approved by:	St Anne's and Guardian Angels Primary School Governing Body	**Date:** September 2026
Last reviewed:	September 2026	
Next review due by:	September 2027	

The Governing Body has established a Committee that will comprise the members agreed at the first Ordinary Meeting of each School year and as amended at subsequent Ordinary Meetings of the Governing Body.

1. General

The Committee:

1. will, where appropriate, seek advice and guidance from the Head Teacher and school staff whilst ensuring that the Head Teacher retains full responsibility for the internal organisation, management and control of the School.
2. is authorised to invite any persons to attend Committee meetings either as observers or to provide advice and guidance. The Governing Body must approve the appointment of co-opted Committee members.
3. will work closely with other Committees and Working Parties of the Governing Body.
4. will undertake any additional duties and responsibilities to those set out in its Terms of Reference as directed by the Governing Body.
5. will meet at least twice a year

2. Pay

This committee:

1. will draw up and keep under annual review the School's Pay Policy and undertake the process of consultation with staff and any relevant bodies. The Pay Policy will reflect national and local pay structures, annual pay review body recommendations and conditions of service.
2. will in reviewing the Pay Policy, take into account the need to consider the use of the discretionary provisions of the School Teachers' Personnel and Conditions Document, and if so to what degree and extent.
3. will ensure that the Pay Policy is presented to the Governing Body for formal approval in sufficient time for the Policy to be implemented by 1 September each year.
4. will, on the recommendation of the Head Teacher, be responsible for agreeing any internal promotions or changes in the appointments of existing staff.
5. will ensure that all teachers receive a formal written annual salary statement.

The Staffing Committee is quorate if there are two Governors and the Headteacher present. If the Staffing Committee is unable to reach a consensus, a third Governor will attend a reconvened meeting.