



# Kirkbie Kendal School Academy Trust

## KKS Governing Body - Terms of Reference – Pay & Performance Management

<b>Sub-committee</b>	<b>Pay and Performance Management 2024-25 (v2)</b>
<b>Membership</b>	Mr P Braithwaite (Chair), Mr L Conway (LCy), Mr M Harris (Headteacher), Mr C Hine (Member-appointed Governor), Mrs S Parnaby (Chair of Governors), Mrs J Summerfield (Member-appointed Governor)
<b>Chair</b>	Mr P Braithwaite
<b>Quorum</b>	4
<b>Committee responsibilities</b>	<ol style="list-style-type: none"><li>1. Review and maintain policies relating to employment, recruitment, selection, promotion, dismissals, conditions of employment and personal professional development objectives for all staff, ensuring that they conform to Employment Law, DfE and other statutory bodies' regulations, including Appraisal Regulations.</li><li>2. Prepare, maintain and review annually a Performance Management policy</li><li>3. Prepare, maintain and review annually a Pay policy for the whole school, ensuring changes in employment legislation are implemented as appropriate.</li><li>4. Consider the overall staffing provision of the school, including the management structure and recommend future structure to the Governing Body.</li><li>5. Ensure all aspects of the Health and Safety regulations are covered in the Governors' policies and recommend expenditure where appropriate to allow the school to operate within new regulations.</li><li>6. Ensure that staff are aware of all policies and maintain good communication with all staff at all times.</li></ol>



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	<p>7. Ensure all pupils within the school are safeguarded within the scope of the Terms of Reference above.</p>
<p><b>Delegated tasks (in these areas the committee has the power to act on behalf of the governing body and will give progress reports)</b></p>	<ol style="list-style-type: none"><li>1. Write and annually review Performance Management (PM) policy</li><li>2. Establish and annually review staff Pay policy</li><li>3. Review Head teacher’s annual report on the operation and impact of the school’s appraisal process and arrange an interim review</li><li>4. Establish Pay Appeals sub-committee and ensure effective policy is in place</li><li>5. Establish Staff Discipline sub-committee and ensure effective policy is in place</li><li>6. Establish Staff Dismissal sub-committee and ensure effective policy is in place</li><li>7. Establish Staff Appeals sub-committee and ensure effective policy is in place</li><li>8. Appoint External adviser</li><li>9. Appoint Review Officer</li><li>10. Appoint Head Teacher Performance review sub-committee</li><li>11. Conduct Head teacher Performance Review</li></ol>



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	<p>12. Regularly review issues of Health and Safety within school and establish and amend policies where necessary including: audit /risk assessments; arrange rolling programme of reviews; liaise with external agencies; establish and review policies for school visits and appropriate risk assessments.</p> <p>13. Monitor staff including; monitoring staff absences; appointment of staff; delegate appointment of non-teaching and teaching staff to the Headteacher; monitor staffing levels of non-teaching assistants; recommend or decide staffing structure; establish and review the Single Equality Policy.</p> <p>14. Arrange training for governors involved in Performance Management.</p>
<p><b>Non-Delegated tasks (in these areas the committee will make recommendations to governing body)</b></p>	<ol style="list-style-type: none"><li>1. Pay awards in line with Performance Management recommendations / thresholds</li><li>2. Set objectives for school improvement including school leadership and management</li><li>3. Set objectives for pupils' progress</li><li>4. Set annual objectives with the Head teacher before 31<sup>st</sup> December</li><li>5. Changes to school policies</li><li>6. Changes and revisions to the school improvement plan</li></ol>



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<b>Sub-committees</b>	<p><b>Pupil Disciplinary Committee:</b> Any three from the Full Governing Body. This Committee would meet for permanent pupil exclusions, exclusions amounting to 15 days in one term and for exclusions over 5 days when the parent requested a meeting.</p> <p><b>Pupil Admissions Appeals Committee:</b> Any three governors from the FGB.</p> <p><b>Staff Dismissal Committee:</b> Any three governors from the FGB.</p> <p><b>Staff Discipline Committee:</b> Any three governors from the FGB.</p> <p><b>Staffing Appeals Committee:</b> Any three governors from the FGB.</p> <p><b>Pay Appeal Committee:</b> Any three governors from the FGB.</p> <p><b>Headteacher’s Performance Review Committee:</b> Chair of Governors, Chairs of the three sub-committees.</p>
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<b>Policies:</b>	<p><b>PPM to Review</b></p> <p>Absence Requests (Staff) Policy Appraisal and Probation Policy [teaching and support staff] Capability (Support Staff) Policy Capability (Teaching Staff) Policy Cyber Response Plan Data Protection Policy Disciplinary &amp; Dismissal Policy (including Staff Code of Conduct) Flexible Working Policy Gifts &amp; Hospitality Grievance Procedure Harassment &amp; Bullying Policy Images (use of) Policy LGPS Discretions Policy Managing Change Policy [previously Redundancy Policy] Menopause Policy Pay Policy Payment of Governors' Expenses Privacy Notice – Governors Publication Scheme Recruitment of Ex-offenders Policy &amp; Procedures Safe Recruitment, Selection &amp; Pre-employment Vetting Policy and Procedures Single Equality Scheme Whistleblowing</p> <p><b>Policies for PPM to note</b></p> <p>Absence Management (Sickness) Policy and Procedure</p>
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	<p>Alcohol &amp; Drugs (Staff) Conducting Investigations Cover CPD – Requests for Funding/Time Away from School Criminal Records Checking Policy Data Security Breach Management DBS Certificate Handling Procedure Dress Code for Staff ECT External Examination Work Requests Eye Tests for Staff Policy Maternity Guidance - Support Staff Maternity Guidance - Teaching Staff Paternity Guidance - Support Staff Paternity Guidance - Teaching Staff Privacy Notice - Staff Workforce Privacy Notice - Student Staff Travel Arrangements</p> <p>-oOo-</p> <p><b>Full Board to Review</b> Behaviour Policy Child Protection Policy</p>
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<b>Risks</b>	<p>There are currently three risks assigned to this committee on the Risk Register:</p> <p><b><u>Risk 2 – Operation and Management of Organisation - Leadership</u></b> <b>Leadership</b> of the organisation. Long term illness or failure to recruit to leadership team and support staff leaders results in a failure of leadership and governance resulting in financial and reputational damage.</p> <p><b><u>Risk 5 – Standards and Delivery of Education – Teaching Staff</u></b> Failure to recruit and retain appropriately experienced or qualified teaching staff leads to a fall in teaching standards resulting in potential reputational damage. Note that this risk is higher in shortage subjects such as languages, Computing, Physics and Chemistry.</p> <p><b><u>Risk 9 – Operation and Management of Organisation – Support Staff</u></b> Failure to recruit and retain appropriately experienced or qualified support staff leads to key functions not being performed correctly, resulting in potential reputational and financial damage.</p>
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<b>Governance Professional to the Committee</b>	Bea Price
<b>Date adopted</b>	10 July 2024 (Reviewed 5 November 2024)
<b>Date to be reviewed</b>	July 2025