

**Terms of Reference 2023/24
Staffing and Personnel Committee
University of Birmingham School**

1. Scope

- 1.1 The Staffing and Personnel Committee shall in the autumn term consider and decide upon all matters relating to staff pay, in accordance with the pay policy of the University of Birmingham School, in respect of the following staff:
- Teaching Staff
 - Professional Services Staff
 - Any other Staff as determined by the Governing Board.
- 1.2 The Staffing and Personnel Committee shall also form the representative Governor Panel with responsibility for agreeing the professional objectives of the Principal, and their annual appraisal. This will be in line with the pay policy of the School, and will involve an independent education advisor.
- 1.3 The Staffing and Personnel Committee shall in the spring or summer term consider and approve the School staffing structure for the subsequent academic year, as recommended by the Principal, to support delivery of the University of Birmingham School's aims and strategic intents – within the efficient use of resources and budgets.
- 1.4 The Staffing and Personnel Committee shall herein be called the Committee.

2. Quorum

The Committee shall be quorate only when at least two Governors (excluding the Principal) nominated to serve on the Committee are in attendance. The Principal is to be present for all items (except when the Committee discusses the Principal's pay and professional performance, if appropriate.)

3. Meetings

- 3.1 The Committee will meet at least twice each financial year. Additional meetings may be arranged if deemed necessary by the Chair of the Committee or the Principal.
- 3.2 The Principal will invite a Member(s) of their leadership and/or finance and HR teams to attend as required and may delegate their role to that person should the need arise. The Principal will withdraw when the Committee considers the Principal's pay (if appropriate). The staff member will withdraw when the Committee considers their pay.
- 3.3 In relation to any appeal from a member of staff, where a conflict of interest arises for a Member of the Staffing & Personnel Committee through oversight of an appeal then the Chair would be required to delegate the matter to another Member of the Governing Board.
- 3.4 These terms of reference may only be amended by the Board of Trustees.

4. Establishment of the Pay and Appraisal Policies

- 4.1 The University of Birmingham School's Governing Board of Trustees is responsible for:
- Establishing the policies, in consultation with staff and submitting them to the Governing Board for implementation.

5. Application of the policy

5.1 The Chair of Governors is responsible for

- Ensuring that any Principal's pay recommendation is made and submitted to the Committee in accordance with the terms of the University of Birmingham School's pay policy.
- Ensuring that the Leadership Team pay recommendations are made and submitted via the Principal to the Committee.
- Reviewing pay awards to ensure consistent application of the pay policy across the School.

5.2 The Principal is responsible for

- Ensuring that teaching staff pay recommendations and those for professional services staff are made and submitted to the Committee in accordance with the terms of the University of Birmingham School's policies.
- Ensuring that the grades for professional services staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation framework.
- Advising the Committee on its decisions.
- Ensuring that staff are informed of the outcome of decisions of the Committee and the right of appeal. Appeals processes are specified in relevant University of Birmingham School policies – including the pay and appraisal policies.

5.3 The Staffing and Personnel Committee is responsible for

- Taking decisions regarding the pay of the Principal following recommendations of the Chair of Governors who is responsible for the Principal's appraisal.
- Taking decisions regarding the pay of the Leadership Team following consideration of the recommendations of the Chair of Governors and the Principal.
- Taking decisions regarding the pay of staff in accordance with the University of Birmingham School's policies and considering the recommendations of the Principal.
- Maintaining records of these decisions.

- Taking decisions with due regard to the staffing budget determined by the Governing Board of Trustees and to the School Teacher's Pay and Conditions Document, the Conditions for Service for School Teachers in England and Wales, the NJC Conditions of Service for 'Green Book' employees and any other relevant employment legislation.
- Taking decisions in a manner that has regard for staff salary benchmarking to ensure that the School offers comparable and competitive salaries to other state funded schools and the University of Birmingham.
- Reviewing and adopting all HR policies and procedures, ensuring they are compliant with legislation and best practice.

*Presented for review to Staffing and Personnel Committee
16 November 2023*
