

## **WMAT Trust Board Personnel Committee 2019/20 Terms of Reference**

### **Committee Membership and Meetings**

1. The membership of the committee must be a minimum of 5 Trustees to include the CEO of the WMAT (except when appraising the CEO)
2. The membership of this committee shall be;
  - Duncan Raper
  - Brian Heather
  - Mark Howarth
  - Janet Watts
  - Annabel Kay (CEO)
3. The committee will meet a minimum of twice a year to meet terms of reference 2,4 and 6. Additional meetings will be held as as often thereafter as is necessary to fulfil its accountabilities.
4. The membership will be agreed annually at the first meeting of the board in the autumn term.
5. The Chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the Chair is absent from a meeting the committee will elect a temporary replacement. No employee or non-trustee can be a Chair.
6. The quorum for the committee meeting is fixed at 3. During meetings considering the appraisal of the CEO the quorum is set at 3 not including the CEO.
7. All members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.
8. The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated to all committee members.

### **Purpose of Committee**

1. To assist the decision making of the WMAT, by enabling more detailed consideration to be given to the best means of fulfilling the WMAT Trust Board's responsibilities.
2. To ensure sound monitoring and management of staff structures and pay is undertaken.
3. To work with other committees and provide input to any development and improvement plans.

4. To ensure all statutory requirements covered by its remit are met and discharged.
5. To respond to requests or submit appropriate recommendations and reports to the WMAT Trust Board.
6. To ensure major issues are referred promptly to the Trust Board.

## **Terms of Reference**

1. Responsible for establishing the following policies, in consultation with the CEO, staff and trade union representatives,
  - Teachers Pay Policy
  - Support Staff Pay Policy
  - Teachers Appraisal Policy
  - Support Staff Appraisal Policy
  - Capability Policy
  - Staff Discipline and Grievance Policy
2. Taking decisions regarding the pay of teachers, following consideration of the recommendations of the CEO and in accordance with the terms of the appraisal policy and pay policy. To be completed by the 31<sup>st</sup> October annually.
3. Ensuring that the pay and grading of support staff is within the agreed framework of grades in the model pay policy.
4. Taking decisions regarding the pay of head teachers , following consideration of the recommendations of the CEO and the Local Governing Body and in accordance with the terms of the appraisal policy and pay policy. To be completed by 31<sup>st</sup> December annually.
5. Agree job description and salary enhancement of the CEO.
6. Carry out appraisal of CEO's performance against the agreed objectives and make pay recommendation. To be completed by 31<sup>st</sup> December annually.
7. Set objectives of the CEO for the new appraisal period.
8. Take decisions regarding proposed changes to leadership structure within the individual Academies.
9. Form and carry out grievance and disciplinary hearings in accordance with the terms of the Staff Discipline and Grievance Policy.
10. Form and carry out pay progression appeal hearings in accordance with the terms of the Pay policy.

**These Terms of Reference were approved by The Trust Board of the WMAT in their meeting on the 10<sup>th</sup> July 2019**

**Review due September 2020.**