Terms of Reference for the Staffing, Pay and Performance Committee

Mission Statement



Our mission at St Elizabeth's Catholic Primary School, a member of Christ the Redeemer Catholic Education Trust, is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service** and **respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" *John 13:34.*

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which all children are empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;

We value worshipping and celebrating together, sharing our Christian witness and drawing strength from and serving our local parishes and the wider community.

Constitution:

The Membership of the Committee, and the clerk, will be as agreed at the Autumn Term Governors' Meeting.
A quorum will be at least three Governors.
The Chair of the Committee will be elected by the whole Governing Body at the Autumn Term Governors' meeting.

Terms of Reference:

1	To agree the process of Performance Management assuring governors that it is robust and replicable.
2	To work within our Catholic ethos to ensure that Pay Policy is fairly applied.
3	To recommend to the Governing Body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
4	To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
5	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
6	To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval.
7	To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
8	In consultation with staff, to oversee any process leading to staff reductions.
9	To establish and oversee the operation of the school's Appraisal Policy, including the arrangements and operation of the school's appraisal procedures for the headteacher.

Reviewed by the Committee on 9 November 2026

10	To be responsible for establishing the Pay Policy for all categories of staff in consultation with the headteacher, staff and trade union representatives.
11	To be responsible for the administration and review of the Pay Policy.
12	To undertake decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's performance review.
13	To ensure that the headteacher is informed of the outcome of the decision of the Committee in respect of the headteacher's pay and of the right of appeal.
14	To undertake decisions regarding the pay of the deputy headteacher and classroom teachers following consideration of the recommendations of pay reviewers and the advice of the headteacher.
15	To ensure that the pay and grading of support staff is within the agreed framework of grades determined through the Job Evaluation scheme.
16	To complete an annual review of the use of recruitment and retention payments for teachers and support staff.
17	To establish the annual and longer-term salary budgets and other costs relating to staff, including staff training.
18	The Committee will consider and will be mindful of the impact of Covid, in the short term and the longer term, for the safety and well-being of staff according.
19	To submit reports of decisions to the Governing Body and/or other relevant Committee(s).