

The Pope Francis Catholic Multi-Academy Company

Pay and HR (LGB) – Terms of Reference

Revised 14/01/2022

Purposes of the committee

The over-arching purpose of the PFMAC and (by delegation) all of its committees, is to deliver our mission: *We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world. We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.*

Our vision is:

- *To provide a culture, ethos and practice in each school that is distinctively Catholic, with the love of God at the centre, offering service and reconciliation to all.*
- *To grow, develop and continue to provide opportunities and experiences to encourage our students, at every stage of progress, to achieve their full potential, preparing them to face the future with confidence and a sense of their place in our diverse society.*
- *To provide outstanding teaching and learning enabling our pupils to become self-motivated, aspirational lifelong learners.*
- *To enhance, broaden and strengthen effective relationships between our parishes, homes and schools, thereby continuing to grow in faith and understanding together.*
- *To value all students, staff, parents and carers who attend and/or work in our schools, whether Catholic, of other faiths or none.*

We are a Catholic Multi Academy Company within the Archdiocese of Birmingham; our founders are the Barberi and Newman Academy Trust. We have a close working relationship with the Diocesan Education Service, the Local Authority, the Department for Education, the Education and Skills Funding Agency and other local schools and academies.

The specific purpose of this committee is to assist the LGB with regard to pay and HR/personnel matters. To make appropriate comments and recommendations on such matters, to the LGB on a regular basis and refer major issues to the LGB for ratification.

Membership

Membership and terms of reference will be reviewed annually by the Board.

- The committee will be comprised of between 3-5 LGB members.
- The committee may have such co-opted members as the LGB shall appoint. The committee may make recommendations for these appointments.

Meetings

- The committee will meet as necessary and at least three times per year.
- The committee shall elect a chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the subsequent LGB meeting.

Quorum

The quorum shall be three members of the committee of whom two must be LGB members. (It is the responsibility of officers to alert the clerk in the event of known non-attendance of meeting).

Terms of Reference**Pay and Conditions**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development/improvement plan and the effective operation of the school.
- To oversee the operation of the Appraisal Policy.
- To be responsible for the administration of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) compel with relevant legislation.
- To oversee the operation of the staff discipline and grievance policy
- To monitor approved PFMAC procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the LGB staff selection procedures as approved by the PFMAC, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process as approved by the PFMAC leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To approve pay progressions for all teaching staff (excluding the headteacher) following the headteacher's recommendation, and cost of living increases for support staff.
- To recommend to the Director's HR and Pay Committee the pay progression for the headteacher.

Powers of the committee

- The committee has full delegated decision making powers other than for decisions involving additional expenditure in excess of funds delegated to it, which should be referred to the full LGB.
- No vote on any matter may be taken unless the majority of the members present are directors. The Chair has a casting vote.

Recording and reporting of meeting

There will be a clerk to the committee, who will produce minutes of all meetings to be circulated before the full LGB meeting following the committee meeting. The committee may submit a report to the Directors on any matter within its remit.

Review of terms of reference

Annually, by the full Board of PFMAC.