



Terms of Reference
for
MPPS LAB Groups

2023-2024

Pay Review Group

Terms of reference:

- To meet with the Head of School at least once per year to consider and approve the recommendations of the senior leadership team on awarding performance-related pay progression
- To ensure minutes of the committee meeting are recorded
- To make decisions regarding pay awards on behalf of the Local Academy Board and to report its decisions at the next LAB meeting
- To ensure that performance links to pay and that the Pay Policy for Teachers is applied consistently and objectively
- To ensure that the evaluation of performance related pay has due regard to staff wellbeing
- To monitor the outcomes of pay decisions
- To ensure that processes operate in a fair and transparent way
- To consider the implications of pay awards on the school budget
- To consider the implications of pay awards for recruitment and retention
- To ensure pay appeals are managed in line with the school pay and appraisal policies

Membership – At least two governors to be appointed by the LAB, from whom a chair shall also be appointed. One member other than the chair to act as Clerk.

Membership will consist of two governors, at least one of whom shall be a foundation governor. To prevent an actual conflict of interest, or the perception of a conflict of interest, no governors who are also parents of a pupil at the school will be appointable. The Head of School will be in attendance.

Disqualification – The Head of School, Staff Governors and Governors who are parents of a pupil at the school

These terms of reference agreed by LAB	8-2-24
Date of Review by LAB	September 2024

Quorum	2 governors
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Head of School's Performance Review Group

Terms of reference:

- To arrange to meet with the Executive Head to discuss the Head of School's performance targets.
- To decide, with the support of the Executive Head, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Head of School against the targets.
- To make recommendations to the Local Academy Board in respect of awards for the successful meeting of targets set.

Membership – If 2, at least one of the members must be a Foundation Governor. If 3 at least two of the members must be Foundation Governors.

Disqualification – The Head of School, Staff Governors and Governors who are parents of a pupil at the school

These terms of reference agreed by LAB	8-2-24
Date of Review by LAB	September 2024

Quorum	2
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Appointment of Head of School

Terms of reference:

- Follow current best practice, statutory guidelines and DOWMAT Scheme of Delegation for senior staff appointments.
- For Head of School appointment, work with DOWMAT to advertise, shortlist, interview and recommend to the full LAB for appointment, one of the applicants interviewed.
- To attend training where appropriate.

Membership – Staff governors can participate in appointments but they may be deemed to have a vested interest and therefore may be asked not to participate in senior team appointments.

Disqualification – None

These terms of reference agreed by the LAB	8-2-24
Date of Review by LAB	September 2024

Quorum	3
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Complaints Panel

Terms of reference:

- . See Non-Curricular Complaints Policy

Hearings Panel

Terms of reference:

- See Admissions Policy

Delegation of Responsibility to Individuals and Committee Membership

Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.

To include: Safeguarding & Safer Recruitment governor, Health & Safety governor, Finance governor, Admissions governor, Curriculum & Outcomes governor, Early Years governor, Spirituality & RE governor and SEN & PP governor.

Terms of reference:

- To liaise with the appropriate member(s) of staff.
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School.
- To attend relevant committee for their responsibility gaining detailed information for role.
- To regularly report to the LAB, the relevant Committee or the Steering Group, (whichever the LAB deems most appropriate), on school visits, developments and progress within their area of responsibility.
- To raise the profile of the area of responsibility when related matters are considered by the LAB.
- To attend training as appropriate.