



**DAME ALICE OWEN'S SCHOOL
THE DAME ALICE OWEN FOUNDATION - 1613**

**PERSONNEL and REMUNERATION COMMITTEE
TERMS OF REFERENCE
Academic year 2019/2020**

Membership:

Mrs Monique Choudhuri	Chair
Mr Seamus Gillen	Vice-Chair
Mr David Burrowes	
Ms Lucy Furlong	
Mr Gary Haigh	
Mr Peter Martin	(Chair of Governors)
Mr Andrew Porter	
Mrs Sally Tanner	
Mr Charles Tracy	

In attendance:

Mrs Hannah Nemko

Co-opted non-voting members:

Mr Stephen Fry, Deputy Head

Quorum:

The quorum shall be four Governors, of whom one must be the Head or his/her representative. Meetings must be quorate for any voting to take place and be valid.

Meetings:

The Committee shall meet at least once a term and otherwise as required.

Procedures:

The normal procedures and regulations appertaining to the full Governing Body shall apply also to the Committee.

Terms of Reference:

1. To review all other policies under its remit as per the Policy Review Schedule.
2. To review annually the effectiveness of the policies listed under '1' above.
3. To report annually to the full Governing Body on Safeguarding.
4. Salaries

- a. To draft criteria for approval by the Governing Body relating to the use of discretionary elements of pay provisions and to make recommendations about implementing them
 - b. To review all staff salaries annually in accordance with national pay scales
 - c. To liaise with the Finance & Audit Committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
5. To review and monitor the staffing structure annually in relation to the School Improvement Plan.
6. Communications
- a. To liaise with the Head in developing, and assist the Head as necessary in delivering, a communications policy which fosters good relationships with, and the support of, the school's principal stakeholders
 - b. To define those stakeholders as - staff, students, parents, the Livery, OSA, Alumni, key decision-makers and opinion formers in the educational, political, regulatory and business spheres, local communities, and any other group whose support is needed, from time to time, to help the school achieve its aims;
 - c. To assist in the preparation of the school prospectus for the Governing Body; and
 - d. To ensure the website is compliant/fit for purpose.