

Personnel Committee Terms of Reference

Purpose

The purpose of the Committee is to ensure that the Staff and Governors have in place effective systems and procedures for personnel management within the school in order to contribute to the raising of standards.

Period of Review

Terms of reference should be reviewed annually by each committee and recommended for approval to the Governing Body in the first meeting of each academic year.

Membership

A minimum of three Governors shall constitute a quorum. The committee may have co-opted non-voting members as the Governing Body shall appoint and may make recommendations to the Governing Body for these appointments. The committee should meet at least twice a year.

Functions

1. The Committee must elect a chair at the first meeting of the academic year, or when a vacancy arises.
2. To seek assurance that consultation with staff on matters such as changes to pay structures, personnel policies, health and safety, behaviour management and organisational change takes place through unions and the County Council or directly, and to undertake any formal consultations on personnel matters.
3. To review and recommend to the Governing Body policies for dealing with staff capability, discipline and grievance procedures and ensure they are communicated to all staff.
4. To consider fluctuations in the numbers of staff employed at the school in cases where the Governing Body has the financial liability.
5. To determine the arrangements for all staff appointments (vacancies and new posts) except for Headteacher.
6. To provide at least one Governor to sit on the interview panel for all teaching staff appointments (excluding the Headteacher posts).
7. To review annually the school's performance management policy in conjunction with the Annual School Teachers Pay Review Body report and the DoE Teachers Pay and Conditions regulations and to advise the Governors of any amendments required for approval.
8. To consider matters of staff welfare.
9. To review at the earliest opportunity in the Autumn Term each year the salaries of the Headteacher in line with performance targets set the previous year. Should an increase be awarded this will be dated from 1st September. To receive notification of

the group Number of the school and from this determine the Individual School Range (ISR) for the Headteacher's salary. This ISR to be reviewed at the first meeting each Autumn Term to ensure that adequate increases are available should they be required.

10. To comply with any statutory requirements as necessary.
11. To ensure adequate arrangements are in place for obtaining advice and support on personnel matters.
12. To receive from the Headteacher recommendations for teaching staff job descriptions.
13. To receive from the Headteacher recommendations for approval by the Governing Body of dismissal or early retirement payments that would benefit the development of the school but require school budget payments.
14. To ensure appropriate arrangements are made for the Workforce Development of all staff.
15. To be responsible for the review, development and where appropriate recommend to the Governing Body for approval the following policies:

(a) Those where the committee have delegated powers to approve:

- Appeals
- Equality and Diversity in Employment
- Family Leave
- Leave and Time off
- Managing Change
- Rarely Cover
- Recruitment Policy
- Recruitment and Vetting Checks Policy
- Redeployment
- Sickness Absence Policy and Procedure/ Absence Management
- Support Staff Appraisal
- Trade union duties and Activities
- Whistleblowing
- Workforce Development
- Working Flexibly

(b) Those policies where Governing Body approval is required:

- Capability Policy and Procedures
- Disciplinary Policy and Procedures
- Grievance Policy and Procedures
- Teacher Appraisal

Responsibilities Delegated to the Headteacher

- The appointment of all non-teaching staff vacancies.
- The production, review and amendment of non-teaching staff job descriptions.
- The appointment of all teaching staff, including the Deputy Head, with the agreement of the Appointments Committee.
- Suspension of staff in the appropriate circumstances as stated in the School Staffing (England) Regulations 2003.
- To implement the performance management policy of the school.

Last reviewed November 2023, pending FGB approval.

