



## **Terms of Reference: Personnel Committee Updated Nov 2018**

### **Membership**

Excluding the Headteacher, the Committee shall comprise of at least 3 Governors who are not disqualified by having an interest requiring them to withdraw.

The Headteacher shall not be a member of the committee but shall be required to attend as necessary in an advisory capacity or to present information to the committee

The Governing Body may remove or replace a member of the Committee at any time.

The Secretary for Education or his representative may attend any meeting in an advisory capacity.

### **Quorum**

The quorum shall be 3 Governors

### **Chairman**

The Committee shall appoint a Chair annually at its first meeting held in the Autumn Term of each year.

### **Meetings**

The Committee shall meet at least once per term or otherwise as required

Meetings shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003, as amended by the Regulations 2007, the personnel procedures adopted by the Governing Body from time to time and the Whole School Pay Policy.

### **Terms of Reference**

#### **Staff and Governor Leadership and development**

- To support Staff in their ongoing Professional Development.
- To ensure that Governors are aware of the range of training facilities available to them.

#### **Leadership and management**

- To ensure that all staff feel empowered to become effective leaders.
- To monitor the quality of leadership and management against the Ofsted criteria.

#### **Personnel**

- To review the staffing structure of the school whenever a vacancy occurs and annually during the summer term.
- To oversee the appointment procedure for all staff and ensure that it meets with safer recruitment guidance.
- To review the Performance Management Policy and its implementation in line with DfE regulations and guidelines and report back to the governing body.
- Ensure policies are in place for staff pay, staff discipline, grievance, capability, and redundancy based on legal guidance.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To ensure the duty of care to the well-being of all staff.

#### **Community**

- To maintain and improve links with the local Community.

**Disqualification**  
The Headteacher

<b>These terms of reference agreed by the Governing Body</b>	
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Theresa Grainger	17.09.18
Charlene Steadman	17.09.18
Alan Davis	09.12.14
Jodie Flynn, Headteacher	09.12.2014

<b>Chair of the Committee</b>	Theresa Grainger
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<b>Minute taker</b>	Clerk to Governors; Janet Standing
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	13.11.2013
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<b>Date of review:</b>	22 <sup>nd</sup> November 2018
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