

Earley St Peter's Church of England (Aided) Primary School

Terms of Reference for Governing Body Committees

Personnel Committee

Membership

Chairman of Governors

Headteacher

At least two other Governors

(Non-voting members may be co-opted as required and if the Head cannot be present the Head's representative will normally attend)

Quorum

Three Governors (two in relation to the Head's pay).

Responsibilities:

1. The appointment of staff, with delegation as follows:
 - (a) The appointment of temporary teachers (of up to one year's duration), Teaching Assistants (TAs), lunchtime controllers, the midday supervisor and school cleaners is delegated to the Headteacher who will liaise with the Chairman of Governors.
 - (b) The appointment of permanent teaching staff (except Headteacher and Deputy Headteacher), clerical staff and site controller, will be the committee's responsibility i.e. job description, advertising, shortlisting and interviewing.
 - (c) The appointment of a Headteacher or Deputy Headteacher or a Business Manager will involve all Governors, but the committee will be responsible for making the following recommendations to the Governing Body – job description and the timetable for the advertising, shortlisting and interviewing process. The Governing Body will agree membership of the interview panels.
2. The committee will be responsible for recommending capability, disciplinary and grievance procedures to the Governing Body.
3. Requests for leave of absence from staff should be considered by the committee following the agreed policy and in consultation with the Headteacher. Requests for leave of absence on compassionate grounds are delegated to the Headteacher.

4. The committee will monitor the observance of employment and analogous rights and obligations.
5. The committee will encourage staff development and monitor the staff review system. It will endeavour to implement any recommendations arising from staff reviews, where appropriate and approved progression by the Headteacher.
6. The committee will encourage Governors to consider their own training needs.
7. The committee will monitor the Admissions and Appeals procedures and act as the Admissions committee.
8. The committee will implement the Pay Policy in a fair and objective manner and consider any individual representations that may be made in respect of pay decisions. Specific responsibilities include:
 - a) To undertake an annual pay review for each member of the teaching staff based on the criteria set out in the Pay Policy;
 - b) To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
 - c) To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
 - d) To recommend to the Governing Body the annual budget required for pay and CPD purposes, including provision for discretionary pay advancement arising from performance reviews;
 - e) To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually;
 - f) In the case of new appointments to the staff, decisions on starting salary will be delegated to the Headteacher or Selection Panel as appropriate.
 - g) In the case of a new Headteacher appointment, the full Governing Body will determine the salary range. However the determination of the starting salary will be made by the Selection Panel under its delegated powers.

9. The committee will make recommendations about the appointment of governors.

10. The committee will monitor and prepare policies relating to personnel issues as detailed below.

Admissions
Attendance
Complaints
Confidentiality
Continuous Professional Development
Data Protection
Equal Opportunities
Governor Induction Policy
Grievance and Discipline
Pastoral Information
Pay
Redundancy
Safeguarding (Child Protection)
Special Leave of Absence
Staff Appraisal and Capability
Uniform
Visitors and Enquiries
Whistleblowing

Reviewed November 2015