

# Personnel Committee

## Terms of Reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review.
- To oversee the appointment procedure for all staff.
- To establish and review a Performance Management policy for all staff\*
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure to the Finance Committee.
- To undertake the delegated authority to approve Committee related policies on behalf of the Full Governing Body.
- To consider any appeal against a decision on pay grading or pay awards.
- To take action on any matter specifically delegated to the Committee by the governing body from time to time.
- To oversee the professional development arrangements for the school staff including induction
- To monitor the following sections of the School Evaluation Form – Section A3 Provision (Teaching).
- To review, approve, adopt or adapt all relevant policies relevant to Personnel Committee on behalf of FGB.
  1. The governing body ensures that the provider does not discriminate unlawfully against learners, job applicants or staff on the grounds of sex, race, disability or marital status.
  2. The governing body has agreed a written policy on race equality, has arrangements to monitor its implementation and assess its impact on staff, learners and parents, and communicates the results of monitoring and assessments of impacts to parents and the governing body.
  3. The school meets the requirements of the general duty and the specific duties in the Race Relations (Amendments) Act 2000 and the Commission for Racial Equality (CRE) code of practice.
  4. The providers' procedures for child protection follow the requirements of the local Area Child Protection Committee, and the governing body ensures that these are followed.
  5. The governing body operates recruitment and selection procedures that meet the recommendations of the Secretary of State's guidance as regular agenda items.
  6. The governing body has a performance management policy and ensures that all teachers, including the headteacher, are appraised in accordance with statutory requirements.

**Disqualification** – Any relevant person employed to work at the school other than the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**These terms of reference were agreed by the Governing Body on 17.10.17**

**Name of Governors**

George Bishop  
Jamie Crawford  
Susan Ashworth

Louis Wilson  
Jon Kettle

Guy Walsh  
Amanda Townsend

**Chair of the Committee:** George Bishop

**Vice Chair of the Committee:** Louis Wilson

**Quorum = minimum number 3**

**Date of Review:** October 2018