

St Mary's C of E Aided Primary School, Pulborough  
**Personnel and Admissions Committee**  
Terms of Reference

**Membership**

A minimum of five Governors

**Quorum**

Three Governors

**Date Committee Established**

6<sup>th</sup> September 2016

**Meetings**

Not Less than once per term, with additional meetings as necessary

The Governors will focus relentlessly on providing clearly defined professional development for all staff, especially for the newly qualified and those at an early stage of their career. This will be underpinned by searching performance development that encourages, challenges and supports teacher improvement. As a result teaching will be outstanding or at least consistently good and improving.

**The Committee will:**

1. advise the governing body on all matters of personnel policy;
2. monitor the implementation of the school's Staff Appraisal and Capability Policy;
3. decide arrangements for all staff appointments, except for the appointment of the head and deputy headteacher which is the responsibility of the full governing body;
4. in relation to staff appointments, including internal promotions, agree the appropriate level of delegation to the headteacher;
5. ensure all procedures relating to the recruitment, selection and appointment of staff comply with the law and take account of equal opportunities and safer recruitment procedures;
6. ensure there are proper policies and procedures in place for dealing with staff discipline, grievance, capability, redundancy, pay and staff absence, including sickness;
7. review the staffing structure on a regular basis, especially following a resignation, taking into account the needs of the school improvement plan;
8. monitor the school's provision of CPD for all staff, review its effectiveness and receive a termly report from the headteacher;
9. consider whether to seek guidance from the LA or Diocese in relation to the appointment and dismissal of staff;
10. make recommendations on personnel related expenditure to the Finance Committee;
11. oversee the safeguarding procedures of the school and receive the annual safeguarding report.

## **Pupil Admissions**

School admissions will be managed according to the Code of Practice published by DfES in February 2003.

The Committee will:

1. review the school admissions policy, which includes the admission criteria;
2. consult the Diocesan Board of Education before all other organisations;
3. inform the LA and all relevant organisations according to the Code of Practice within the relevant area (family group);
4. recommend any revisions to the policy for approval by the full governing body;
5. determine whether any child should be admitted to the school.

<b>These terms of reference agreed by the Governing Body</b>	16 <sup>th</sup> November 2016
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