



TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE OF THE SCHOOL GOVERNING BODY

Status	Statutory	Date first approved	October 2011
Any other statutory names for this policy (where applicable)	Nil	Date last reviewed	22 Sept 2020
Responsibility for this policy	Personnel Committee	Frequency of review	Annual
Governors' Committee with responsibility for its review	Personnel	To be put on the school website? (Yes/No)	Yes
Approval necessary	Full Governing Body		

General

1. The Committee is responsible for the following:

- 1.1 To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to the Governors. Minutes should omit detailed reference to the review statement and individuals' performance.

2. Constitution

- 2.1 A quorum will be at least three Governors.
- 2.2 Associate members do not have voting rights.
- 2.3 The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.
- 2.4 A Vice Chair will be elected annually to deputise for the Chair as necessary.
- 2.5 The Headteacher cannot clerk a committee.
- 2.6 A person paid to work at the school, other than the Headteacher, must withdraw and not vote on pay or performance appraisal of any staff.
- 2.7 The Headteacher must withdraw and not vote on their own pay or performance appraisal.

(The Governing Body recommends that it would not be best practice to elect a member of staff to chair this committee)

Terms of Reference

3. Policies

The Committee is responsible for reviewing the following policies/documents which must be ratified by the full Governing Body:

- Allegations Against Staff (statutory)
- Appraisal (statutory)
- Governors Code of Conduct

- Complaints (statutory)¹
- Pay (statutory)
- Staff Code of Conduct (statutory)

The Committee is responsible for reviewing and approving the following policies:

- Capability (statutory)
- CPD
- Data Protection and Confidentiality Policy (statutory)¹
- Dealing with Disruptive Visitors
- DBS
- Discipline (statutory)
- Grievance (statutory)
- Redundancy
- Maternity (statutory) and Paternity (statutory)
- Flexible working
- Giving and Receiving of Gifts
- Whistleblowing¹
- Service to School Awards
- Health, Attendance, Cover and Leave of Absence
- Retirement

4. Personnel

- 4.1 To determine the staff structure and complement (involving communications with the Resources Committee where necessary).
- 4.2 To ensure the Staff Recruitment Policy is followed when appointing new members of staff.
- 4.3 To ensure that the Safer Recruitment Practices are followed when appointing new members of staff.
- 4.4 To delegate Discretionary Leave of Absence decisions to the Headteacher in line with the Policy previously agreed by the Governing Body (and in the case of the Headteacher, the decision is made by the Chair of Governors).
- 4.5 To receive and determine any applications for Premature Retirement. Any amount of enhancement will be subject to the approval of the Resources Committee.
- 4.6 To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
- 4.7 To recommend to the Full Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership Team.

5. Pay Review

Associate members do not have voting rights

- 5.1 To prepare a Whole School Pay Policy for approval by the Full Governing Body
- 5.2 To ensure the Appraisal Policy is in place and reviewed as appropriate with any changes agreed by the Full Governing Body. To hold the Headteacher to account for the implementation of the policy.
- 5.3 The Headteacher will carry out an annual review of the salaries for teaching staff on conclusion of the appraisal cycle. This will be brought to the personnel committee and upon agreement of the committee a salary statement will be given to every member of teaching staff in the Summer Term.
- 5.4 Decisions relating to teachers' pay progression as a result of the appraisal process will be considered by the committee in the Autumn Term and where necessary backdated to 1st September.

¹ Published on school website

- 5.5 Decisions relating to non-teaching staff pay will be considered by the committee in the Spring Term and where necessary backdated to 1st April.

Leadership Team

- 5.6 To ensure the setting and reviewing of targets (in the Autumn and Summer Term respectively) for Deputy and Assistant Headteachers takes place by the Headteacher.
- 5.7 To make decisions concerning pay of the Leadership Team (Headteacher, Deputy Headteachers, Assistant Headteachers).

The Committee may co-opt members of the teaching/non-teaching staff if required.

This Committee was incorporated by the School's Governing Body Meeting held in October 2011. The composition and terms of reference will be reviewed annually in the Autumn Term.