



## **Personnel Committee**

### **Terms of Reference**

## 1. Requirements

### 1.1 Change Record

Issue	Date	Author	Description
6.0	16 November 2006	R Hollway	Approved by Personnel Committee
6.1	8 November 2007	R Hollway	Draft for Personnel Committee approval
7.0	11 November 2007	R Hollway	Approved by Personnel Committee
8.0	17 October 2008	S Brooks	Approved by Personnel Committee
8.1	3 December 2010	P Stiles	For Personnel Committee approval
9.0	7 December 2010	P Stiles	Approved by Personnel Committee
9.0	15 December 2010	P Stiles	Ratified by Governing Body
10.0	17 October 2012	S Lester	Ratified by Governing Body
10.1	25 September 2013	S Lester	For review and agreement by Governing Body
10.2	7 October 2014	S Lester	For review and agreement by Governing Body
10.3	2 October 2015	K Young	For approval by Personnel Committee
11.0	6 October 2015	K Young	Approved by Personnel Committee
11.1	13 October 2016	K Young	For Personnel Committee Approval
12.0	18 October 2016	K Young	Approved by Personnel Committee
12.1	20 November 2017	S Burge	For Personnel Committee Approval
13.0	20 November 2017	S Burge	Approved by Personnel Committee
13.1	19 November 2018	S Burge	For Personnel Committee Approval
14.0	28 January 2019	S Burge	Approved by Personnel Committee

Note: All issues except those of the form 'X.0 are draft.

### 1.2 Equality Statement

In developing and reviewing these terms of reference we have carefully considered their impact on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### 1.3 Approval and Review

These terms of reference were approved by Personnel Committee on 28th January 2018. They are due for review in the Autumn Term 2019.

## **2. Membership**

- 2.1 The personnel committee shall consist of not less than three governors and the headteacher (or his/her representative).
- 2.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- 2.3 Other members of the governing body may attend meetings of the personnel committee and may contribute to discussions on matters under consideration.
- 2.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

## **3. Quorum**

- 3.1 The quorum shall be three governors, one of whom must be the headteacher.

## **4. Meetings**

- 4.1 The Committee shall meet termly, or more frequently as may be required from time to time. In each new academic year, the first meeting of the Committee should take place before 31st October.
- 4.2 Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

## **5. Chairmanship**

- 5.1 The chair of the committee shall be elected annually at the first meeting of the Autumn term.

## **6. Standing Orders**

- 6.1 The agenda for the meeting shall be distributed at least seven days before the meeting.
- 6.2 A summary of decisions taken and points for action will be kept as a record of the proceedings of the meeting with an understanding that confidentiality of individuals will be respected.
- 6.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 6.4 A report of proceedings of meetings of the personnel committee shall be circulated with the papers of the next full meeting of the governing body. Full minutes will be recorded unless a matter is confidential, in which case a summary will be provided.

## **7. Terms of Reference**

- 7.1 The personnel committee will have delegated powers from the governing body to:
  - a) implement the school's pay policy in a fair and equitable manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any

decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,

- b) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
- c) establish and regularly review personnel policies and procedures and ensure familiarisation with DfE guidance , in particular in relation to the following:
  - Staff Recruitment and Selection
  - Induction
  - Support Staff Probation
  - DBS Ex-Offenders Statement (Statutory Requirement)
  - Staff Induction
  - Redundancy
  - Grievance Policy
  - Whole School Pay Policy (Statutory Requirement)
  - Health & Safety
  - Teachers Appraisal and Capability (Statutory Requirement)
  - Performance Management of Support Staff
  - Personal Information
  - Equality and Diversity
  - Bullying and Harassment
  - EHRC Public Sector Equality (Statutory Requirement)
  - Shared Parental Leave
  - Flexible Working
  - Sickness Absence
  - Special Leave of Absence
  - Whistleblowing
  - Physical Intervention
- d) report to the governing body on all staff matters which relate to conditions of service and ensure consistency with DfE guidance
- e) advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- f) determine and monitor the appointments procedure on behalf of the governing body.
- g) set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
- h) delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
- i) ensure that governors are available to take part in the selection and appointment of teaching staff
- j) ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- k) ensure that all staff have an effective induction programme and compliance with the induction

requirements for newly qualified teachers.

- l) comply with the performance management regulations for teachers.
- m) ensure, when undertaking delegated activities, compliance with “Keeping Children Safe in Education” September 2018
- n) form a pay review and pay appeals committee comprising three members of the Governing Body

## **8. Declaration of Interests**

- 8.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.