



Terms of Reference: Personnel Committee

Updated Oct 2017

Membership

The Committee shall comprise 5 Governors, excluding the headteacher, who are not disqualified by having an interest requiring them to withdraw

The Headteacher shall not be a member of the committee but shall be required to attend as necessary in an advisory capacity or to present information to the committee

The Governing Body may remove or replace a member of the Committee at any time

The Secretary for Education or his representative may attend any meeting in an advisory capacity

The Headteacher may be required to attend in an advisory capacity or to present information to the Committee

Quorum

The quorum shall be 3 Governors

Chairman

The Committee shall appoint a Chairman annually at its first meeting held in the Autumn Term of each year

Meetings

The Committee shall meet at least once per term or otherwise as required

The Local Authority shall be informed and consulted whenever it is necessary to convene a meeting excepting for the annual review of pay

Meetings shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003, as amended by the Regulations 2007, the personnel procedures adopted by the Governing Body from time to time and the Whole School Pay Policy.

Terms of Reference

- To support the Governing Body in setting the strategic direction of the school by challenging school self-evaluation and ensuring accountability.
- To consider and to make any decisions about matters brought before the Committee relating to the discipline or dismissal of staff, or staff grievance
- To apply the Governing Body's agreed criteria in selecting a member(s) of staff for redundancy
- To hear representations from such member(s) of staff selected for redundancy
- To arrive at a decision as to the final selection of member(s) of staff to be declared redundant
- To establish and review a Performance Management policy for all staff

- To review the Headteacher and Deputy Headteacher's performance annually and agree performance criteria for the ensuing year
- To consider and to make any decision about matters brought before the Committee relating to the capability of a member of staff to perform his/her duties satisfactorily
- To review the staffing structure of the school annually during the Summer Term
- To review teachers' salaries annually as required by the Pay and Conditions Document
- To review non-teachers' salaries annually
- To review the Headteacher's & Deputy Headteacher's salary annually as required by the Pay and Conditions Document
- To consider individual applications from staff for a review of pay
- To comply with the school's Whole School Pay Policy in these matters
- To apply the policy for the safer recruitment of staff and to oversee the appointment procedure for all staff
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence

Disqualification
The Headteacher

These terms of reference agreed by the Governing Body	19.10.17
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Name of Governor	Date Appointed to the Committee
Alan Davis	09.12.2014
Rachael Leonard	09.12.2014
Alan Figg	17.11.2016
Theresa Grainger	17.11.2016
Tom Caldwell	09.12.2014
Jodie Flynn, Headteacher	09.12.2014

Chair of the Committee	Alan Davis
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Minute taker	Shared responsibility
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	13.11.2013
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Date of review:	October 2017
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