



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

<b>Status</b>	<b>Statutory</b>	<b>Date first approved</b>	<b>October 2011</b>
<b>Any other statutory names for this policy (where applicable)</b>	<b>Nil</b>	<b>Date last reviewed</b>	<b>26 Sept 2018</b>
<b>Responsibility for this policy</b>	<b>Personnel Committee</b>	<b>Frequency of review</b>	<b>Annual</b>
<b>Governors' Committee with responsibility for its review</b>	<b>Personnel</b>	<b>To be put on the school website? (Yes/No)</b>	<b>Yes</b>
<b>Approval necessary</b>	<b>Whole Governing Body</b>		

### 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.
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 Please note that 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

#### Policies

- 2 The Committee is responsible for reviewing the following policies/documents which must be ratified by the full Governing Body:
  - 3
    - 3.1 Allegations Against Staff (statutory)
    - 2.2 Appraisal (statutory)
    - 2.3 Governors Code of Conduct
    - 2.4 Complaints (statutory)<sup>1</sup>
    - 2.5 Pay (statutory)
    - 2.6 Staff Code of Conduct (statutory)

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<sup>1</sup> Published on school website

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

- 4.1 Capability (statutory)
- 4.2 Single Central Record (statutory)
- 4.3 CPD
- 4.4 Data Protection and Confidentiality Policy (statutory)<sup>1</sup>
- 4.5 Dealing with Disruptive Visitors
- 4.6 DBS
- 4.7 Discipline (statutory)
- 4.8 Grievance (statutory)
- 4.9 Redundancy
- 4.10 Maternity and Paternity (statutory)
- 4.11 Flexible working
- 4.12 Giving and Receiving of Gifts
- 4.13 Whistleblowing<sup>1</sup>
- 4.14 Service to School Awards
- 4.15 Health, Attendance, Cover and Leave of Absence
- 4.16 Retirement

## **1. Personnel**

- 1.1 To determine the staff complement (Chair of Governors will act as the liaison with the Resources Committee).
- 1.2 To be responsible for determining the appointment procedures for Deputy and Assistant Headteacher posts and ensuring they are implemented. This may include the Headteacher, but where not involved in the appointment, the Headteacher has a right to attend and offer advice.
  - 1.2.1 The Headteacher appointment will be undertaken by the Headteacher appointment panel with formal ratification by the full governing body.
- 1.3 To ensure that the Safer Recruitment Practices are followed when appointing new members of staff.
- 1.4 To delegate Discretionary Leave of Absence decisions to the Headteacher in line with the Policy previously agreed by the Governing Body.
- 1.5 To receive and determine any applications for Premature Retirement. Any amount of enhancement will be subject to the approval of the Resources Committee.
- 1.6 To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
- 1.7 To recommend to the whole Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership Team.

## **2. Pay Review**

### **Associate members do not have voting rights**

- 2.1 To prepare a Whole School Pay Policy for approval by the whole Governing Body
- 2.2 To ensure the Appraisal Policy is in place and reviewed as appropriate with any changes agreed by the Whole Governing Body
- 2.3 The Headteacher will carry out an annual review of the salaries for all staff, a salary statement will be given to every member of staff in the Summer Term. Decisions relating to teachers' pay will be considered by the committee in the Autumn Term and where necessary backdated to 1st September.

<sup>1</sup> Published on school website

## **Leadership Team**

- 2.4 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.
- 2.5 To make decisions concerning pay of the Leadership Team (Headteacher, Deputy Headteachers, Assistant Headteachers).
  
3. 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 Governors. Minutes should omit detailed reference to the review statement and individuals' performance.

**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.**