

Personnel Committee Terms of Reference 2016-2017

1. Membership :

The Governors' personnel committee will be appointed, where possible, at the first meeting of the Full Governing Body (FGB) in each academic year and will include the Principal (or his/her representative).

2. Quorum:

The quorum shall be four Governors. 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 FGB.

3. Meetings:

Members of the committee are entitled to 7 days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the request of the Chair.

Other members of the Governing body may attend meetings of the personnel committee and may contribute to discussions on matters under consideration. Only full members of the committee, shall, however, have the right to vote on any resolution placed before the committee. The committee shall meet termly, or more frequently, as may be required from time to time.

At the first meeting in the Autumn term, the governors shall review the dates of future meetings to ensure that a schedule exists for the academic year.

4. Declaration of Interests:

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. Staff Governors will need to withdraw from a meeting when there is a conflict of interest.

5. Chairmanship:

The chair of the committee shall be elected annually at the first meeting of the Personnel committee. If the personnel committee chair is absent from a meeting, a non-staff governor may be elected to take the chair for the duration of that meeting.

6. Partnership with the Principal:

In carrying out its functions, the committee will receive information and advice from the Principal and other staff and will actively seek opportunities for wider consultation where appropriate.

7. Minutes:

All committee meetings must be minuted and the minutes must be circulated with the agenda of the next FGB meeting and to Resources committee.

8. Delegated powers:

The FGB has delegated powers to carry out the following specific tasks:

- a) Oversee the school’s staffing structure: receive and review the annual description of the ‘School’s Staffing Structure’ from the Principal. Discuss with the Principal any significant changes to the school’s staffing structure and make recommendations to the Resources committee, where these affect the school’s budget
- b) Ensure that the school’s ‘Pay Policy’ and ‘Appraisal Policy’ are up-to-date and keep these policies under review; consider any appeal by a member of staff against a decision on pay grading or a pay award, in line with the Pay Policy.
- c) Review all other policies that fall within the remit of the Personnel committee. Annually review, in line with DFE guidance
- d) Oversee and keep under review the school’s procedure for appointing and dismissing staff, including redundancies.
- e) Keep under review the well-being of staff; receive an annual report from the Principal about the school’s strategies for supporting staff well-being and promoting good staff morale
- f) Keep under review the school’s procedures for monitoring staff absence
- g) Advise and decide on other specific issues relating to Personnel, as raised by the Principal

Autumn Term meeting 1	Spring Term meeting	Spring /Summer Term meeting	Summer Term meeting
Make decisions related to staff pay arising from Appraisal; consider any appeals made by staff	Review school’s procedures for appointing and dismissing staff, including redundancies. School Staffing Structure document.	Review the school’s procedures for monitoring staff absence. Special leave of absence report.	Consider the Principal’s report on the school’s strategies for supporting staff well-being and promoting good staff morale. Annual Cover Provision report from the Head
Review policies: Pay Policy ✓annual review Cover for Teacher absence Disciplinary Rules/Procedure Trade Union Membership Redundancy Policy Complaints Procedure and Policy Governors Involvement Policy Special Leave of Absence Policy	Review policies: Safer Code of Conduct Employment Policy Grievance Procedure Recruitment Policy Staff facing Allegations of Abuse-	Review policies: Management Sickness Absence Policy Data Protection(Personal Information Policy) Staff Induction	Review policies: Teacher Appraisal Policy Support Staff Appraisal Policy Staff Bullying and Harassment Whistle blowing Policy

Personnel Committee agreed these Terms of Reference November 2016.

The FGB accepted these terms of Reference on_____