

**1 Members**

S Bird            C Morris            Headteacher  
S Jameson        T Sims

**2 Membership**

- 2.1 The committee shall consist of not less than three Governors.  
2.2 The committee shall have such co-opted non-voting members as is thought appropriate.

**3 Election of Chair and Vice Chair**

The committee shall elect a chair and vice chair at its first meeting of the academic year.

**4 Quorum**

The quorum shall be three Governors.

**5 Meetings**

The committee shall meet at least termly.

**6 Minutes**

The minutes shall be taken by the Clerk to the Governing Body or an appropriate alternative.

**7 Review of Terms of Reference**

The Terms of Reference shall be reviewed annually by the committee and ratified by the full Governing Body.

**8 Terms of Reference**

- 8.1 To undertake the selection, recruitment and appointment of staff below Deputy Headteacher level.  
8.2 To determine the staffing structure of the school at least annually in relation to the school's Development Plans.  
8.3 To draw up for approval by the Governing Body all policy documents relating to Personnel issues and to keep them under regular review  
8.4 To monitor staff absences in line with any sickness/attendance procedures adopted by the Governing Body.  
8.5 To consider and make decisions relating to staff leave of absence with or without pay.  
8.6 To review and monitor the implementation of the school's Performance Management Policy.  
8.7 To monitor Continuous Professional Development (CPD).  
8.8 To consider and make decisions that could result in a disciplinary sanction/action against an employee.  
8.9 To consider and make decisions relating to the compulsory redundancy of any employees in line with the school's redundancy policy as necessary, taking into account any statutory and LA guidance.  
8.10 To consider and make decisions that could result in the termination of employment of any employee on the grounds of performance capability.  
8.11 To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health or incapacity.  
8.12 To receive reports from Committees which deal with staff related matters.  
8.13 To undertake the responsibilities of the Governing Body in respect of newly qualified teachers / probationary teachers.

**9 Administrative Responsibilities**

- 9.1 To ensure there are effective clerking arrangements in place for the Committee.  
9.2 To submit minutes to the full Governing Body.