



Terms of Reference for the Personnel Committee

Members

Headteacher
S Bird
C Morris
T Sims

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- The quorum shall be three governors

Meetings

- The committee shall meet a minimum of once per term.
- The Chair shall be elected at the first meeting of the academic year.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting.

Personnel

- To monitor the progress of all aspects of the SIP relating to personnel.
- To undertake the selection, recruitment and appointment of staff below Deputy Headteacher.
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.

- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To draw up for approval by the Governing Body all policy documents relating to Personnel issues and to keep them under regular review.
- To monitor Continuous Professional Development of Staff.
- To undertake the responsibilities of the Governing Body in respect of Early Career Framework Teachers.
- To monitor staff absences in line with any sickness/attendance procedures adopted by the Governing Body

Specific Policies

Year	Autumn	Spring	Summer
2021/22	Teacher appraisal (CM) 3 LA policies: <ul style="list-style-type: none"> - Discipline, conduct and grievance (JP) - Adoption leave (JP) - Appraisal (CW) - Code of Conduct (AR) - Flexible working (JP) - Leave of absence (AR) 	Capability of Staff (AR) 1 NQT (AF) 1	LA policies: <ul style="list-style-type: none"> - Maternity Leave (AR) - Mileage and Travel expenses (AR) - Redundancy (AR) - Shared Parental Leave (AR) - Staff Attendance Management (AR) -
2022/23	LA policies: <ul style="list-style-type: none"> - Discipline, conduct and grievance (JP) - Adoption leave (JP) - Appraisal (CW) - Code of Conduct (AR) - Flexible working (JP) - Leave of absence (AR) 	Capability of Staff (AR) 1 NQT (AF) 1	Lone working (CW) 2 Sickness Absence Procedure (AR) 2 LA policies: <ul style="list-style-type: none"> - Maternity Leave (AR) - Mileage and Travel expenses (AR) - Redundancy (AR) - Shared Parental Leave (AR) Staff Attendance Management (AR)
2023/24	LA policies: <ul style="list-style-type: none"> - Discipline, conduct and grievance (JP) - Adoption leave (JP) - Appraisal (CW) - Code of Conduct (AR) - Flexible working (JP) - Leave of absence (AR) 	Capability of Staff (AR) 1 NQT (AF) 1	Lone working (CW) 2 Sickness Absence Procedure (AR) 2 LA policies: <ul style="list-style-type: none"> - Maternity Leave (AR) - Mileage and Travel expenses (AR) - Redundancy (AR) - Shared Parental Leave (AR) - Staff Attendance Management (AR)