



## **Terms of Reference for the Personnel Committee**

### **General Terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To ensure the school has the required human resources – both staffing and governors to deliver its vision and meet regulatory (Ofsted) and other requirements
- To consider safeguarding and equalities implications when undertaking all committee functions.

### **Quorum**

- The committee will have a quorum not less than three governor members of the committee.

### **Meetings**

- The Personnel Committee will meet at least twice per year – with additional meetings as required
- 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 will not 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/principal).
- 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 – but no vote can be taken unless a majority of those present are governors.

## **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school- in consultation with the head teacher and with reference to the finance committee.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the finance committee
- To establish, recommend, oversee and monitor the operation of appropriate personnel policies and procedures including
  - the school's Appraisal Policy\* - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
  - a Pay Policy for all categories of staff. – including maintaining responsibility for its administration and review.
  - Staff discipline and grievances policies
  - Staff selection procedures, ensuring that they conform with safer recruitment practice,.
  - The setting of the staff establishment and the process by which any to staff reductions would be made.
- To ensure that there is concern for staff work/life balance, working conditions and well-being, including the monitoring of absence
- To ensure that staffing policies and procedures follow equalities legislation.
- To review all policy and procedures as necessary, and as a minimum, on a rolling programme ensuring that all are reviewed no less than every 3 years
- To ensure that staff are kept informed of all personnel related policies and procedures

- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

\* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training