



Terms of Reference for Personnel Committee

Co-Chair of Committee: Helen Lindley

Vice Chair: Denise Strutt

Clerk to the Committee: Carol Straughan

Membership

All Governors: a quorum to consist of no fewer than three governors including the Chair or Vice Chair of the Committee and relevant members of school leadership team, specifically the Assistant Head, Personnel. The Headteacher is an ex-officio member.

Meetings

One per term, at a minimum

Terms of Reference

1. To review and recommend to the governing body for adoption, policies and procedures (including those from Hoople) in relation to Personnel. These include, but are not exclusive to, staff discipline, appraisal, capability, grievance, performance-related pay. To review and monitor the effectiveness of these and all other policies under the scope of the Personnel Committee.
2. To undertake any formal consultation on personnel policies and other matters.
3. To consider and make decisions, when necessary, concerning consultation and selection for redundancy and make recommendations to the Full Governing Body.
4. To assess teachers' salaries annually as required by the Performance-Related Pay Policy and make arrangements to inform staff of the outcome. (Teacher representatives may not take part in this exercise.)
5. To consult with the Finance Committee and Curriculum Committee with regard to the impact of personnel decisions on the school budget.
6. To carry out a review of the staffing establishment in relation to the school's development plan.
7. To determine the overall approach to staff appointments and to keep the process under review and involve Governors in the appointment process.
8. To be briefed about Continual Professional Development matters and initial teacher training.
9. To consider the training needs of governors and to respond as appropriate.
10. To receive advice from the Headteacher concerning vacancies, appointments etc. and make relevant recommendations on these to the Full Governing Body.
11. To ensure that all policies are designed to promote equality and tackle discrimination in

any form.

12. The Chair of the Committee to meet the Chair of Governors and other Committee Chairs at least annually to plan the work of the Committee.

Review Date

September 2017