



The Quinta Primary School

Leadership and Management (Personnel) Committee Terms of Reference

CONSTITUTION

The membership of the Committee, and the clerk, will be as per the agreed membership grid.

Please note that the Headteacher cannot clerk a meeting.

Membership

The Personnel Committee will comprise at least three Governors (no more than 5) including the Headteacher or nominated representative (who may attend as many or as few meetings as voting members see fit).

Quorum

A committee meeting has full powers to act under the Terms of Reference with a quorum of three Governors including the Headteacher or nominated representative. The Committee will elect a Chair and Secretary at the first full Governing Body of the school year. Each meeting of the Committee will be minuted by the Secretary / Clerk.

Purpose: To lead and oversee the systems for people management to ensure that the school

- Maintains appropriate staffing levels and is a fair employer
- Maintains standard of behaviour of staff
- Delivers a safe and supportive working environment.

Meetings of the Personnel Committee

The Personnel Committee will meet in one of four ways, each of which has a quorum of 3 Governors:

1. Full Personnel Committee (To meet as arranged to set and monitor policy, strategy and procedures)
2. Appointments Committee (Formed as necessary to meet recruitment demands)

Elected Governors for committees under points 3 and 4 will be recorded at the Autumn Governing Body meeting

3. Staff Dismissal Committee

This committee consists of 3 Governors (not including the Headteacher or anyone employed to work in the school) elected at the Autumn Full Governing Body meeting. It meets to consider and make decisions about matters relating to staff dismissal, redundancies and staff grievances. Its meetings must be clerked by someone who is not a Governor and County attendance will be requested.

4. Dismissal Appeals Committee

This committee consists of 4 Governors (not including the Headteacher or anyone employed to work in the school) elected at the Autumn Full Governing Body meeting. This committee cannot have fewer members than the Staff Dismissal Committee. It is formed to consider and decide upon any appeal against the decision of Staff Dismissal Committee. Its members must only consist of eligible Governors who have not taken part in the proceedings of the Staff Dismissal Committee. Its meetings must be clerked by someone who is not a Governor and County attendance will be requested.

Objectives of the Full Personnel Committee:

1. To formulate and keep under review the pay policy for staff employed in the school.
2. To ratify, monitor and control the school's staffing structure and job descriptions at least once a year, or review when ever there is a vacancy.
3. To establish and control procedures for advertisement for any appointment of staff and promotion and demotion of existing staff.
4. To establish and control procedures for taking such staff disciplinary or dismissal actions as may be necessary. See points 3 and 4 above.
5. To undertake any formal consultation on personnel matters.
6. To ensure that a system of effective staff performance management, in line with statutory and local authority procedures, is in place and is working.
7. To assess teachers' salaries annually as required by the Pay and Conditions Document and make arrangements to inform staff of the outcome.
8. To review the salaries of the Headteacher and deputy Head annually.
9. To consult with the Finance Sub Committee with regard to the impact of personnel decisions on the school budget.
10. To establish and control procedures for the effective and fair management of redundancy situations.
11. To monitor the school's procedures for staff development and ensure support is in place for NQTs and newly appointed staff.
12. To ensure minute with decisions and action points are taken at each meeting and circulated to all members of the Governing Body and Clerk to Governors.

Committee Accountability

The Personnel Committee is accountable to the full Governing Body. One member of the Committee should report on its activities at full Governing Body Meetings.

Subject to statutory constraints, the Personnel Committee shall have full decision making powers on personnel matters on behalf of the Governing Body. Where feasible, decisions taken by this Committee should be ratified by a meeting of the full Governing Body. Where necessary the Chair has the power to call an extra meeting to clarify/forward personnel matters.

This Committee was incorporated by Minute No. 7 of the School's Governing Body Meeting held on 16th November 2016. The composition and terms of reference will be reviewed annually at the full governing board in the Autumn Term. Peter Aston was appointed as Chairperson. The LA clerk to the governors is appointed as clerk to the full governing body and committees.

Approved 16.11.16 Committee & Full Governing Body