

**Terms of Reference for the Personnel Committee of the Governing Body of
St. John's Church of England (VA) Primary School 2021/22**

Membership.

1. The Committee shall comprise at least three governors, in addition to the head teacher, or nominated representative, and any other co-opted members.
2. The Committee may recommend the co-option of additional non-voting members for approval by the Policy and Finance Committee.
3. The Chair and Vice Chair of the committee shall be elected at the first meeting of the school year, each to serve for a twelve month period.
4. Two groups of governors, reporting to the committee, will be formed to hear grievance, disciplinary and dismissal cases etc and any subsequent appeals. The head teacher shall not serve on either sub-group. The membership of these groups will be agreed by the full governing body.

Agreed by full governing body on 15th September 2021;

Staff Disciplinary/Matters Committee	Staff Disciplinary /Matters Appeal Committee
Alice Bimpong	John Phillipson,
Richard Thorn	Lu Gale,
Vincent Osborne	External Gov from another school

Meetings and Quorum

1. The Committee shall meet once a term and otherwise, as required. The quorum for a committee meeting shall be 3 governors, including the Head Teacher or their nominated representative.
2. In the absence of the Chair, the vice Chair shall chair the meeting.

Clerk

1. The Clerk to the Committee will ensure that agendas and papers for each meeting are sent out seven days in advance.
2. The two committees relating to dismissal will be clerked by the person appointed who will not be a member of the governing board.

Members' Interests

Any member of the Committee who has a direct or indirect pecuniary interest in any matter that is the subject of consideration by the Committee shall, at the meeting, disclose the fact and:

- take no part in the consideration or discussion of the matter
- withdraw from the meeting during such consideration or discussion
- not vote on any question relating to the matter

Terms of reference

Policies, appointments and safeguarding

- (a) To keep under review and implement personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts), performance management and staff development and to refer any changes to policies to the Governing Body for approval, consulting with staff where appropriate.
- (b) To monitor the effectiveness of the professional development programme for staff and to ensure that it is based on staff needs including the needs of Early Career Teachers and teachers at an early stage of their career.
- (c) To review and approve the staffing complement and staffing structure (both teaching and non-teaching) in consultation with the headteacher and in relation to the School Development Plan.
- (d) To ensure that at least one member of the Committee has completed the accredited safer recruitment training within the last 3 years and to monitor the effectiveness of the School's safeguarding procedures.
- (e) To monitor the impact of the equality policy (including gender, race, disability) in relation to recruitment and promotion.
- (f) To oversee the appointment and recruitment of all staff¹ as necessary or delegate to the Head Teacher.
- (g) To ensure that a teacher is appointed as the Inclusion Co-ordinator and received appropriate training.
- (h) To keep under review the school's capacity for supporting other schools.
- (i) To review and monitor any other policies allocated to the committee by the full governing body.

Pay

- (j) The governing body has delegated full powers to the Policy & Finance (P&F) Committee which is responsible for determining all pay matters in accordance with the Pay Policy, the schools appointments procedure and the school's Appraisal Policy. The Governing Board operating through the P&F Committee, will ensure that discretionary pay elements are used in a fair, equitable and consistent manner. A sub-committee of the Head Teacher

¹ Except for the headteacher and deputy headteacher posts which require the setting up of a selection panel.

and Chair of Personnel (who are also members of P&F) will meet to discuss staff appraisals in detail, monitor and make recommendation to P&F.

Appraisal/Performance Management

- (k) To nominate from among their number 2/3 governors² to carry out the headteacher's performance management review, including the setting of targets in conjunction with the External Adviser. (In a voluntary aided school, at least one must be a foundation governor).
- (l) To ensure that the necessary arrangements are in place for the appraisal of teaching staff in the school and that an up-to-date job description is available for each member of staff at the start of his/her performance management cycle.
- (m) To receive an annual report from the headteacher on the implementation of appraisal and to report this to the governing body.
- (n) To ensure that appraisal systems have an impact on school improvement including, improving teaching leadership and management, and that opportunities are provided for career advancement.

General

- (o) To ensure that the Policy & Finance Committee is informed of any financial implications of any of the above before implementing any decision which will affect the budget.
- (p) To make recommendations to the Policy & Finance Committee with regard to emergency resourcing for such matters as supply cover.
- (q) To report the Committee's resolutions and recommendations to the next Policy & Finance and the next full meeting of the governing board.
- (r) To keep the terms of reference under review and recommend any changes to the governing body prior to the annual review of committees.
- (s) To determine any other matters referred to the Committee by the governing body.

Signed..... Chair of the Committee

Date.....

² ***It is recommended that one of these governors is also a member of the Pay Committee (P&F) since the performance management review may be pertinent to the Pay Committee's decision. A governor who has been party to the performance management review discussions can inform the Committee about whether the headteacher has met the targets. This helps to minimise the number of governors handling sensitive information.***