

PERSONNEL COMMITTEE – TERMS OF REFERENCE



Make up of the committee

Governor Membership	No fewer than 3 Governors, appointed by the Full Governing Body plus the Head Teacher
Additional Members	Membership of the Committee may also include additional persons who are not Governors to add to the skills and expertise available. Such additional members (ie non-Governors) will not be entitled to vote
Quorum	Three Governors excluding the Head Teacher The quorum is the minimum number of members of the Committee necessary to conduct the business of the Committee
Meetings	No fewer than three times per annum
Attendees	The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility includes matters relative to the Detailed Delegated Responsibilities of the Committee listed below, and which are relevant to items on the agenda, shall be expected to attend meetings of the Committee.
Confidentiality	The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Clerk.
Chair	The Chair will be appointed by the Committee members annually
Vice Chair	The Committee may appoint a Vice/Deputy Chair if it so wishes.
	In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
Clerk	The meetings will be clerked by the Clerk to the Board of Governors

Detailed Delegated responsibilities

1. approve the School's annual strategic staffing plan for the forthcoming academic year, ensuring the school is sufficiently staffed for the fulfilment of the School's Development Plan and the operational effectiveness of the School.
2. monitor levels of staffing within budgetary constraints including arrangements for changes in staffing levels and grades and replacing staff who resign.
3. monitor and oversee staff welfare to ensure there is concern for staff work / life balance, working conditions and well-being.
4. monitor and when appropriate recommend changes to staff training and CPD programmes.
5. Receive information in relation to staff absences, staff surveys and career progression opportunities.
6. where appropriate, recommend financial incentive schemes for adoption by the Finance & General Purposes Committee.
7. monitor and keep under review employment relations with Trade Unions and with staff generally.
8. monitor and review the effectiveness of the School's Performance Review procedures and the performance management of staff.

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9. monitor staff selection procedures to ensure they comply with safer recruitment guidelines.
10. review personnel policies and procedures and where appropriate recommend to the Board of Governors for approval
11. consider any other matter as directed by the Board of Governors

Meeting structure

Meetings Committee meetings will be held on an as-required basis but at least three times per annum.

The Clerk will make a record of all proceedings at each meeting.

Minutes will be circulated to members of the Committee within 14 days of the meeting.

The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate. Any matters which may be in conflict with the work of another committee must be referred to the FGB.

Approved by FGB	7 th December 2021
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Simon Hallam, Chair of Governors

Signed on behalf of the Governing Body