

## PERSONNEL COMMITTEE - TERMS OF REFERENCE

### This committee reviews Personnel matters

#### PURPOSE

*The Personnel Committee is a sub-committee of the School's Governing Body set up to monitor and review the school's Personnel and to ensure that practice and policies are positively contributing to the school's mission, ethos and improvement plan.*

#### MEMBERSHIP

Up to 4 Governors

#### QUORUM

3 School Governors

#### MEETINGS

*The emphasis of the meetings is upon reviewing the school's Personnel practices and planning next steps, as described in more detail below.*

*In practical terms:*

- Meetings are held at least once a term, and three times a year, at the school or remotely.
- A chair is appointed by the Committee
- Minutes are to be circulated to the full Governing body in advance of Full Governing Body meetings.
- A clerk will be appointed to take minutes (*these also need to be sent to the FGB Clerk*)
- Staff, observers and/or other people can be invited to the meeting as the committee requires.

#### KEY RESPONSIBILITIES

The Personnel Committee will **ensure** that they

##### **Personnel**

1. Ensure that the School is staffed sufficiently for the fulfilment of the school improvement plan and the effective operation of the school.
2. Establish and oversee the operation of the school's appraisal policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
3. Establish a Pay Policy for all categories of staff.
4. Be responsible for the administration and review of the Pay Policy.
5. That staffing procedures (including recruitment procedures) follow equalities legislation.
6. Annually review procedures for dealing with:
  - Staff discipline
  - Grievance
  - Whistle-blowing
  - Capability
  - Redundancy
  - Pay

- Staff absence (including sickness)  
and make recommendations to the governing body for approval.
- 7. Where West Sussex County Council model policies and procedures are not adopted then carry out appropriate consultation with staff and unions.
- 8. Monitor approved procedures for staff discipline and grievance and ensure that the Head keeps staff informed of these.
- 9. Recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- 10. In consultation with staff, to oversee any process leading to staff reductions.
- 11. Establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

**ACCOUNTABILITY:**

1. Committee members are responsible for reporting back to full Governing Body meetings.

**REVIEW:**

2. To ensure the effectiveness of the work of the committee the terms of reference will be reviewed on an annual basis.