

Personnel Committee – Model Terms of Reference

Please note that new amendments are in red.

Composition

Five* named members of the Governing Body (in the case of multi-academy majority of the committee members must be trustees). Associate Members may be appointed to the committee (maintained schools only).

Quorum

Three (unless otherwise agreed).

Clerking

The Governing Body must appoint a Clerk to the committee. The Clerk must not be the Headteacher.

Terms of Reference:

To ensure that the school is staffed sufficiently to the fulfilment of the school's development plan and the effective operation of the school.

To approve procedure for recruitment and appointment of staff.

To consider applications from staff for secondments or leave of absence.

To oversee the process leading to staff reductions.

To ensure the legal requirements for NQT induction are complied with.

To follow established procedures when advertising, selecting and appointing new members of staff.

To make recommendations on personnel related expenditure to the Finance Committee.

To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

To draft and recommend for adoption, the procedures for dealing with discipline and grievances.

To establish and review a Performance Management/Appraisal policy for all staff.

To establish and review a Pay Policy for all categories of staff.

Additional items which individual governing bodies may wish to include.

Items for multi-academies to consider:

To receive reports and make recommendations to the Governing Body on all aspects of matters relating to staff at the academies.

To advise on strategic planning of human resources.

To monitor the communication and consultation of policies and processes to staff and review feedback.

To advise and recommend revisions to those policies which affect staff, including but not limited to those which relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, training, performance management, management of stress, trade unions, whistle-blowing and pay.

To carry out a review of the staffing establishment whenever there is a vacancy and at least once per year in relation to the staffing element of the academy development plan.

To approve the appointment of supply staff and temporary staff appointed for one term, and non-teaching staff to the relevant Headteacher/Head of school.

Non-teaching staff, appointed to support pupils with special educational needs will be appointed in consultation with the academy SENCO.

Meetings

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of the 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 Governing Body.

Notes

The procedures agreed for inclusion in these terms of reference must take into account other policies and procedures on personnel issues that the Governing Body have agreed and adopted as well as any priorities included in the School Development/Improvement Plan.

Authority

The Committee is authorised by the Governing Body:

To investigate any activity within its terms of reference.

To seek any information from any employee, with all employees directed to cooperate with any request made by the Committee.

To obtain any outside legal or independent professional advice where it deems it necessary.

* Number can be determined by the Governing Body

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