

## Personnel Committee Terms of Reference

**Membership:** The committee shall consist of not less than four governors. Membership should include the Headteacher and/or member of the Senior Management Team (SMT) with responsibility for all staffing issues. The committee may make recommendations to the governing body for co-option of non-governor members and advise whether or not such members should be given a vote.

**Quorum:** Three governors including the head or SMT member and a governor who is not an employee of the school.

**Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.

**Chair:** Non-employee to be elected by the full governing body, annually at the first meeting of the year.

**Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

### Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance & Facilities Committee
- To review the Pay Policy for all categories of staff and to be responsible for its administration, with decisions being made by the Pay Committee.
- To oversee the appointment procedure for all staff. Ensure that at least 1 member of the recruiting panel have received Safer Recruitment Training
- To establish and review an Appraisal policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To review exit interview results, making recommendations where appropriate.
- To make recommendations on personnel related expenditure to the Finance & Facilities Committee

**Disqualification:** Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Name of Governor		Membership Renewed
Pauline Jones	Chair	September 2024
Ashley Hickson		September 2024
Donna Davenport		September 2024
Robin Richards		September 2024
Tajinder Juss		September 2024
Jo Carvell		September 2024

### Meeting Dates for the Academic Year

Meeting	Autumn term	Spring term	Summer term
Personnel	5 <sup>th</sup> November 2024	11 <sup>th</sup> March 2025	17 <sup>th</sup> June 2025