

The Personnel Committee Terms of Reference as adopted by full governors at their meeting on October 2019

# Watcombe Primary School

## Personnel Committee

The primary purpose of the Personnel committee is to ensure that the governing body fulfils its responsibilities relating to the school's staff.

The Personnel Committee will be the First Committee for all initial decisions on staff pay, dismissal, grievance or redundancy. The Personnel Committee will be the Governing Body Complaints Committee. Governors not in the Personnel Committee will be the appeals committee on all matters that the Personnel Committee deals with.

### **Quorum:**

Must be 3 governors

### Meetings:

The committee shall meet twice a year or as otherwise required by the FGB.

### Terms of Reference:

- To keep the school's staffing structure under review and to recommend to the governing body the annual budget for pay.
- To present personnel policies (or adapt LA models) for adoption.
- To monitor the implementation of personnel policies and evaluate their effectiveness.
- To ensure that statutory requirements relating to personnel matters are met.
- To implement the school's pay policy and make decisions on staff pay in line with the Appraisal policy
- To carry out the governing body's responsibilities in considering and making decisions on cases of staff discipline, capability and grievance.
- To act as the Governing Body Complaints Committee and to consider any complaints made against the Headteacher.
- To help in the appointment of new teaching / non-teaching staff
- To ensure that the Governing Body undertakes the Heads performance review annually

### **Autumn term:**

- Review appraisal outcomes/ recommendations and make pay decisions*
- Review pay policy (annually)*
- Review data protection policy (bi-annual)*
- Review staffing structure*
- Review equalities (every 4 years)*

**Summer term:**

*Review Appraisal policy*  
*Review staffing structure*

**Policies subject to LA change:**

Allegations of abuse against staff (GB)  
Recruitment and selection(GB)  
Freedom of information (GB)  
Complaints Procedure (GB)  
Capability(GB)  
Shared Parental Leave  
Equal opportunities in employment  
Disciplinary  
Grievance  
Managing attendance and stress  
Leave arrangements  
Whistle blowing policy  
Code of Conduct  
Adoption & Paternity  
Flexible retirement  
Critical illness  
Redundancy  
Flexible working  
Fixed term worker  
Drugs and alcohol misuse  
Disqualification from working with children  
Domestic violence  
Carer support  
Governors code of conduct  
Induction for Governors  
Disqualification for working with children  
Probation policy  
Code of conduct  
Shared parental leave  
Career Break