

The Personnel Committee Terms of Reference as adopted by full governors at their meeting on September 2021

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