

## Personnel Committee

**Terms of Reference:**

In consideration of any of the points below, Governors are reminded to consider all aspects of the schools business, finance and responsibilities. Including: Teaching School, School Direct and School to School Support.

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To establish and review a Performance Management 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 make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To formulate and review staffing and personnel policies
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Headteacher's, Deputy Headteachers' and teachers' salaries as required by the Pay and Conditions documents.

**Withdrawal required:**

**Any 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	Date Appointed to the Committee
Carol Chapman	25.01.2006
Graham Harwood	Sept 2013
Mark Thomas	June 2016
Alison Houghton	Sept 2016
Matt Stockwell	March 2017– Committee Chair Nov'18
Alison Wheeler	Sept 2017

Chair of Committee: ..... Date: .....

Clerk to Committee: ..... Date: .....

**Quorum (minimum of 3, committee can determine higher number).**