

# **GOVERNING BODY OF GILLOTT'S SCHOOL**

## **TERMS OF REFERENCE FOR PERSONNEL COMMITTEE**

### **GENERAL CONSIDERATIONS**

The committee has the authority to make delegated decisions, as agreed by the Governing Body. The committee shall also make recommendations for consideration by the Governing Body.

Committee meetings shall not be open to the public.

Any Governor shall have the right to attend any committee meeting, except in the case of the Personnel committee.

The Chair of the Committee will be elected by a quorum of the Governing Body at the meeting of the full Governing Body in the autumn term. The Chair of Governors will have a second or casting vote, where there is an equal division of votes. No governor employed at the school will act as Chair to the Committee. A member of the Leadership Team, who supports the committee, acts as the Clerk to the Committee and will circulate an agenda and papers for each meeting at least a week in advance, in consultation with the Chair of the Committee.

All committee chairs will meet with the Chair of Governors, the Vice-Chair of Governors and the Headteacher three times per year to plan the work of each committee.

The Terms of Reference of the committee shall be reviewed annually by the Committee and approved by the full Governing Body.

### **MEMBERSHIP**

The membership of the committee shall consist of not less than four governors and will be agreed on an annual basis at the meeting of the full Governing Body in the autumn term. It will be composed, where at all possible, of at least one governor from each of the categories which form the whole governing body, ie parents, staff and community governors. The Chair of Governors and the Headteacher shall be Ex-Officio members of any committee to which they are otherwise not appointed. The Committee will have the power to co-opt members of the teaching/non-teaching staff if required and to invite attendance at its meetings from persons to assist and advise.

## **QUORUM**

The quorum shall be three members in total. Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

## **MEETINGS**

The Committee shall meet three times a year and otherwise as required. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headteacher and the Chair of the Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained at the next meeting of the full Governing Body.

## **TERMS OF REFERENCE AND EXTENT OF DELEGATED AUTHORITY:**

1. To take responsibility for strategic planning in relation to all personnel issues
2. To ensure that personnel issues are managed effectively and with regard to statutory requirements and DfE guidelines and that good recruitment and selection practices are in place, consistent with best practice in safeguarding
3. To provide challenge, support and guidance to the Headteacher, other school leaders, other committees and the Governing Body in all matters relating to personnel management
4. To receive regular reports on key issues, including appraisal, staffing structure, staff welfare, and recruitment & retention issues
5. To ensure that best value and value for money considerations are taken into account in all decisions relating to staffing
6. To receive recommendations on pay progression and to approve (or not) pay progression for all teachers
7. To make the appropriate statutory arrangements for the Headteacher's performance review
8. To revise regularly all human resource related policies, and to monitor and report back on the implementation of policies, in order to make recommendations for the full Governing Body to consider
9. To review on an annual basis the effectiveness of the committee in meeting these terms of reference
10. To ensure minutes (with attendance, decisions and action points) are taken at each meeting and circulated to all members of the Governing Body in advance of its termly meeting, and the Clerk to Governors.

## Standing Agenda Items

<b>Each meeting</b>
Apologies for absence Notes of previous meeting Matters arising Declaration of interests Health and safety AOB Update on staffing Single Central Register
<b>Autumn</b>
Pay progression Review of recruitment and retention payments Appointment of panel to conduct Headteacher's Appraisal
<b>Spring</b>
Review of effectiveness of committee in meeting terms of reference Committee terms of reference Appraisal Policy Headteacher's report on Appraisal cycle
<b>Summer</b>
Teachers and Support Staff Pay Policies Working time and stress monitoring
<b>As required</b>
Review of policies (see TOR and Policies Grid)