



## Personnel Committee Terms of Reference 2021/2022

### 1. Purpose of the Group

To ensure that staffing structure is in place which invests in staff to provide the very best outcomes for pupils and to take account of all relevant legislation.

### 2. Aims and Objectives

- 2.1 Take account of guidance from the Local Authority (LA) and nationally agreed personnel policies and procedures, including Safeguarding and ensure that they are implemented.
- 2.2 To monitor all aspects of Safeguarding within school, including but not limited to PREVENT, safer recruitment and child protection.
- 2.3 Ensure that an annual review of teaching and non-teaching staff performance is carried out and that resulting pay awards are in accordance with the agreed budget.
- 2.4 To receive lesson observation grades twice a year to monitor teacher performance and pupil outcomes.
- 2.5 Nominate a minimum of two Governors to set confidential annual targets for the Head Teacher and to carry out the performance review of the Head Teacher in the Autumn Term and determine and action appropriate salary award in accordance with the agreed budget.
- 2.6 Nominate three Governors to form a Pay Committee to receive and approve the recommendations of the Head Teacher in respect of staff pay increments. These meetings will take place during the Autumn Term. Any other meetings will be held when necessary.
- 2.7 Undertake all arrangements with the LA on behalf of the Governing Body for the appointment of the Head Teacher and other Senior Leaders.
- 2.8 Ensure the Board and Senior Staff have appropriate training, so that a recruitment and selection group can be formed following statutory guidance relating to recruitment and selection, disciplinary, appeals etc.
- 2.9 To review the staffing structure on an annual basis to ensure it is sustainable and meets the needs of, as well as impacting on the progress and well being of, all pupils.
- 2.10 Select a recruitment and selection panel for the appointment of teachers to include a Governor from the Personnel Committee when possible, and the Head Teacher or a member of the Senior Leadership Team.

- 2.11 The appointment of non-teaching staff, temporary staff and volunteers is delegated to the Head Teacher and Governors will only be involved when necessary.
- 2.12 Ensure that all staff are sent a copy of the Committee reports to Full Board to keep them informed.
- 2.13 Ensure that the Head Teacher organises a prioritised and appropriate framework for Continued Professional Development in line with school improvement targets.
- 2.14 Be aware of the Data Protection Act 1998 and the Freedom of Information Act 2000 in our policy.
- 2.15 To monitor the well-being and mental health of staff and to ensure all government initiatives and/or legislation are complied with.
- 2.16 To review the following Reynolds Cross policies.

Policy	Date for Review
Child Protection Policy and Procedures	November 2021
Data Protection Policy	May 2022
Electronic Communication Policy	November 2021
Manual Handling Policy	May 2022
Physical Contact and Intimate Care Policy	November 2021
Safeguarding Policy	November 2021
Single Equality Policy and Plan	January 2022
Supervision Policy	October 2021
Use of Devices Policy	November 2022

- 2.15 To adopt the following policies which have been written and recommended by the Local Authority on an annual basis.

Policy	Date for Review
Pay Policy	Annually in Autumn Term

- 2.16 To adopt the following policies which have been written and recommended by the Local Authority. These will be reviewed by the Local Authority as and when necessary.

Administration of Medication Policy  
 Age Duty to Consider  
 Capability Procedures: Teachers and Non-Teachers  
 Code of Employee Conduct  
 Complaints Policy  
 Cover for Teacher Absence Policy  
 Dealing with Allegations of abuse against Staff  
 Dignity at Work Policy

Disciplinary Policy  
Disclosure and Barring Service Information  
Disclosure Policy  
Drug, Alcohol and Substance Abuse Policy  
Employee Health and Well-being Policy  
Fixed Term Contract Guidance  
Flexible Working Policy  
Guidance for providing and requesting Employment References  
Grievance Procedure  
Induction Policy  
Job Sharing in Schools  
Leave of Absence Policy (Schools)  
Lone Working Policy  
Managing Allegations against Employees  
Managing Staff Reductions Framework  
Management of Change and Redundancies Policy  
Managing Stress at Work Policy  
Maternity Scheme: Teachers and Non-teachers  
Medical Conditions in School Policy Framework  
Menopause Policy  
NQT: Guidance on Induction Period  
Paternity Policy  
Performance Management: Teachers  
Performance Development and Review Scheme for Support Staff  
PPA Policy  
Probation Policy  
Recruitment and Selection Policy  
Retirement Policy  
Safer Recruitment and Selection Policy  
Shared Parental Leave Policy  
Sickness Absence Management Policy  
Social Media Policy  
Teacher Appraisal Policy  
Volunteer Policy  
Whistle Blowing Policy  
Working together to Safeguard Adults Policy  
Work-Life Balance Policy

3. **Members of the Group**

Ms C Bolokor  
Mrs J Davenport  
Mrs D Jervis  
Mrs J Palmer  
Mr G Prior  
Mrs C Vale (Chair)  
Mr P Wilkinson

4. **Meeting Arrangements and Frequency**

The Committee will meet every half term.

The Quorum for any committee meeting and for any vote must be three Governors who are members of the committee (or more) as determined by the committee.

Meetings will be served by the Clerk to the Governing Body.

5. **Reporting**

The Committee will be a sub-committee of the Governing Body.

The Personnel Committee will report progress to the Governing Body on a termly.

These Terms of Reference will be published on the School website.

**These Terms of Reference were agreed and approved by the Personnel Committee on 5<sup>th</sup> October 2021 and approved by the Full Governing Body on 6<sup>th</sup> December 2021.**