



Terms of Reference Personnel Committee

Scope and Function

The purpose of this document is to define the remit and responsibilities of the Personnel Committee which covers staffing procedures and budgets. The document is specific to Hursthead Junior School but follows the staffing guidelines and principles set out in the 'SMBC – Services to People - Governor Remits and Responsibilities' issued September 2020.

Meeting Guidelines

How often meetings will be held	Three times per annum
Membership	Five (to include the Head Teacher, except when the Head Teacher's performance is being considered).
Minute taker	School Business Manager
Review	Annually

Remits

General Remits

- To act on matters delegated by the Local Governing Board and report to the Local Governing Board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement/Development Plan.
- Committee members to be encouraged to attend training sessions to enable them to carry out their duties effectively. New governors to receive an induction and attend new governor training which ensures an understanding of their statutory responsibilities.

- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.
- To ensure meetings are conducted in an open manner, enabling Governors to contribute to the discussions

Staffing Specific Remits

- To review the staffing structure/pay whenever a vacancy arises and to review procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy)
- To ensure that the principles of Safer Recruitment are adhered to
- To make appropriate recommendations to the Pay Committee
- To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the Governing Board
- To ensure that all staff have the appropriate skills and training to deliver high quality teaching and learning
- To ensure CPD (Continuous Professional Development) meets the needs of the school, all staff and pupils
- To ensure that all teaching staff & support staff are valued and receive proper recognition for their work and contribution to the school life
- To review and evaluate the Head Teacher's performance: to set new objectives and to agree and implement arrangements for monitoring against objectives and appropriate CPD
- To convene a panel comprising the Chair of the Governing Board, the Chair of the Personnel Committee and at least one other Governor to consider cases of potential dismissal.

Safeguarding Considerations

In line with the Department of Education 'Keeping Children Safe in Education' guidance, the Committee should be aware and mindful of safeguarding considerations within its remits.

- Familiarity with 'Keeping Children Safe in Education' is considered a minimal requirement for Governors. Additional training should be encouraged.
- Ensure that recruitment and selection policies and procedures document the compliant checks that need to be done when recruiting new staff.
- The School Staffing (England) Regulations 2009 require governing boards of maintained schools to ensure that at least one of the persons who conducts an interview has completed safer recruitment training.

- Governors should be aware of and qualify measures for checking 'regular supervised volunteers', as volunteers visiting the school fall under separate statutory guidance.