

# Bonneville Primary School

## **Personnel Committee**

### **Terms of reference**

#### **1. Membership and attendance**

- 1.1. The Committee shall consist of not fewer than 4 governors and the Headteacher or Deputy Headteacher.
- 1.2. The Committee may make recommendations to the governing body for co-option of additional non-voting members.

#### **2. Procedures**

- 2.1. The Chair will be appointed by the Governing Body.
- 2.2. The Chair has a casting vote, if required.
- 2.3. Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then reviewed at a subsequent meeting and signed by the chair if approved.
- 2.4. Minutes should be provided to the Governing Body.
- 2.5. An agenda should be sent out giving seven days' notice of meetings.

#### **3. Quorum**

- 3.1. Two Governors and the Headteacher.

#### **4. Meetings**

- 4.1. The Committee will meet at least three times in each academic year.

#### **5. Terms of reference**

- 5.1. To ensure that the School has appropriate staffing and other human resources, and that these are managed so as to ensure the efficient and effective delivery of services
- 5.2. To scrutinise staff appointments and to ensure that safe and appropriate recruitment procedures are followed
- 5.3. To review the current and future staffing structures and to ensure that these are appropriate to the school's strategic and operational needs, and to make appropriate recommendations to the full Governing Body
- 5.4. To liaise with the Finance and Resources Committee to ensure that staff resource requirements are properly addressed within the budget
- 5.5. To keep under review and monitor the effectiveness of all school policies that fall within the remit of this committee and to make appropriate recommendations to the full Governing Body
- 5.6. To serve on Hearing and Appeal committees, as needed, in respect of the above policies and on selection panels

- 5.7. To ensure that the School has in place appropriate policies and procedures for managing the pay, performance and sickness or absence of staff, and that the effectiveness of these is regularly reviewed
- 5.8. To ensure that the School's overall staffing and pay structure is adequately monitored over time and that individual changes are reviewed against this
- 5.9. To ensure that appropriate Job Descriptions and contractual documentation are in place for all staff
- 5.10. To monitor and review the school's processes for maintaining a Single Central Record of recruitment and staffing, and to ensure that these are adequate, appropriate and properly followed
- 5.11. To ensure that the School has in place adequate plans for staff development and succession and that these reflect the strategic and operational needs of the School
- 5.12. To identify any matters arising from the business of the committee that have an impact on business falling properly within the terms of other Committees of the Governing Body, or which may require the attention of the full Governing Body, and to ensure that such matters are referred appropriately for consideration

## **6. Extent of authority**

- 6.1. The Committee shall have the authority to make decisions and carry out activities commensurate with its terms of reference as set out in section 6, with other matters being reserved to the Governing Body
- 6.2. The Committee shall have the authority to agree the policies, processes and procedures set out above, and to report the same to the full Governing Body, with the exception of the Pay Policy, which must be referred to the full Governing Body for approval

Date agreed by FGB: 10<sup>th</sup> December 2015

Signed:

Name:

Position:

Date: