

## **PERSONNEL COMMITTEE REMIT**

### **Terms of Reference**

- a) The Personnel Committee will consist of up to six governors not including the Headteacher. In the case of a tied vote, the Chair will have the casting vote.
- b) The committee governors will include the Chair and/or the Vice Chair of the governing body and the Headteacher.
- c) The quorum for the Committee is three governors. The Chair of the Personnel Committee may co-opt other governor(s) to make up a quorum if governor(s) are absent.
- d) The Chair of the Personnel Committee will be elected at the first meeting in each academic year.
- e) The confidential notes of all meetings of the Personnel Committee will be circulated to all governors.

### **Responsibilities**

- a) The Personnel Committee has fully delegated powers, as set out in the governors' Personnel Policies, procedures and objectives, to make decisions on all matters connected with:
  - i. Staff competency;
  - ii. Staff discipline;
  - iii. Staff redundancy.
- b) The Personnel Committee will determine and monitor the policies, procedures and objectives, according to statutory requirements and in line with good practice, with regard to:
  - i. Staffing structures;
  - ii. Appointment of staff;
  - iii. Remuneration of staff;
  - iv. Performance Management;
  - v. Safeguarding.
- c) The Personnel Committee will oversee the implementation of the governors' policies, procedures and objectives on professional development.

In practice, these responsibilities, with the exception of dismissal (other than Dismissal without Warning), will be delegated to the Headteacher who will implement the policies and report back regularly to the Personnel Committee.

In all cases, the Personnel Appeals Committee of the governing body will be in place to hear appeals against any decisions made by the Personnel Committee. Governors who are members of the Personnel Committee are precluded from being members of any body hearing an appeal on any aspect of the Personnel Committee's work.

### **Audit Functions:**

Pay – structure and pay rates  
Appointments  
Performance of teachers  
Performance of other employees  
Safeguarding – compliance with legislation  
SDP Policies  
HR Policies

**School Policies and procedures overseen and reviewed by the Committee to include:**

**Statutory**

Capability Policy  
Pay Policy  
Appraisal Policy  
Complaints Policy  
Single Equality Duty  
Personnel Policies including:  
    Staff Discipline  
    Staff Conduct and Grievance  
    Allegations against Staff

**Good Practice**

References Policy  
Monitoring and Evaluation Policy  
Staffing Structure  
Children of Staff Protocol

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