



## **TERMS OF REFERENCE FOR THE PAY REVIEW AND PERSONNEL COMMITTEE OF SAUGHALL ALL SAINTS C OF E PRIMARY SCHOOL**

The Governing Body can delegate any of its statutory functions to a committee, subject to the prescribed restrictions. The full Governing Body shall agree the level of delegation to this committee. The current level of delegation is listed in the Terms of Reference given below.

In recognition that staff are a key resource in this school, the function of the Personnel Committee is to ensure fair and equitable policies which contribute to the welfare, development and equal opportunities of all staff and the positive ethos within the school.

**Many agenda items on this committee are strictly confidential and will be discussed as such under Part 2 of the Agenda. This needs to be made clear to members.**

### **Membership:**

1. The Governing body shall determine and review annually, at the first meeting of the school year, the Establishment, Terms of Reference, constitution and membership of the committee.
2. Associate members may be members of the committee, but the majority of the committee shall be governors. Associate members may give advice and may have limited voting rights in accordance with any restrictions placed upon them by the Governing Body.

### **Constitution:**

1. To consist of no fewer than 4 Governors, the current membership is 7 Governors. The quorum for committee meetings shall be 50% of the current voting membership. The committee shall not meet without the Headteacher, or a substitute nominated by the Head, being present.
2. The committee shall meet at least once a term and more often if required.
3. The Chairman of the Committee will be elected by a quorum of the committee members. (The LA recommends that it would not be best practice to elect a member of staff to chair this committee).
4. The Clerk will be elected by a quorum of the committee (Note that the Head Teacher cannot clerk a committee). Minutes to be circulated promptly to all members of committee.
5. Chair of Finance will be member of Personnel Committee.

### **Terms of Reference Personnel**

1. Determine the staff complement (liaising with the Finance Committee).
2. Review the staffing structure when vacancies occur, and review at least annually in relation to priorities for school improvement
3. Agree procedures for the appointment of school staff. To comply with current staffing regulations.

4. Review the pay policy annually.
5. a) Be responsible for the appointment of Deputy/Assistant Head. The Governing Body, with the Headteacher, will agree a selection panel of at least 3 governors, will select candidates for interview, carry out interviews and report back the appointment to the Governing Body.  
b) Be responsible for the appointment of the Headteacher. The Full Governing Body will agree a selection panel of at least 3 governors, will select candidates for interview, carry out interviews and recommend an appointment to the Governing Body for ratification.
6. In relation to all other staff appointments, the Governing Body delegates to the Headteacher, the responsibility for making such appointments, unless certain circumstances apply, as outlined in the Guidance relating to staff appointments. It is the Headteacher's decision whether to involve governors in this selection process. The final decision in making an appointment outside of Deputy/Assistant Head, is the Headteacher's.
7. To adopt, monitor and review all staffing policies and procedures, and to consider adopting the LA's model personnel policies and procedures. These cover issues relating to:
 

* Pay policy	*Grievance & dismissal
* Staffing adjustments	* Recruitment and selection
* Equal opportunities	* Maternity/paternity leave
* Conduct & discipline	* Whistle blowing
* Capability & ill health	* Leave of absence
(Including absence monitoring)	* Safeguarding
8. To ensure that every member of staff has a Job Description (JD), which is reviewed annually and that JD's are reviewed when vacancies occur.
9. To ensure via reports from the Headteacher, that Performance Management is implemented throughout the school, and that all staff are included in a system of Performance Management.
10. To agree procedures for appeals against dismissal from school staff, in line with current School Staffing Regulations. (in cases where the Headteacher has dismissed a member of staff).
11. To monitor and be aware of staff wellbeing.

To be reviewed January 2019