



## **Committee Terms of Reference –Personnel & Performance Management**

### **Primary Purpose:**

- To advise the Headteacher and SLT on all matters relating to the employees of Sketchley Hill Primary School, including the recruitment, retention, welfare, development or redundancy of staff members.
- To ensure that Child Protection, Safeguarding and Safer Recruitment procedures are followed in the employment of all staff (refer to Keeping Children Safe in Education Policy & Recruitment and Selection Policy).
- To oversee the management of the Performance Management review programme.
- To draw up and implement the appropriate Teaching and Support Staff Pay Policies

### **1. Membership:**

1.1 The Committee shall consist of a minimum of **three** Governors and the Headteacher.

1.2 The Committee may have **two** (if desired) associate members appointed by the Full Governing Body. Associate members will not have voting rights.

### **2. Quorum:**

2.1 The quorum shall be **three** Governors. The Committee shall not meet without the Headteacher present or a named substitute nominated by her.

### **3. Chairing:**

The Chair will be elected by the Committee.

### **4. Clerking:**

The Committee will be clerked by the Clerk to the Governing Body or in her absence by a member of the Committee or an employee of the School. The Clerk cannot be the Headteacher of the School.

### **5. Role and tasks:**

- 5.1 To monitor progress on the relevant key issues and priorities relating to personnel matters.
- 5.2 To ensure proper day to day management standards are maintained, including recruitment, disciplinary and welfare procedures.
- 5.3 To present a termly report to the Full Governing Body for approval.
- 5.4 To establish and monitor the appropriate staffing structure required for the effective teaching and learning programme of the School.

- 5.5 To oversee the implementation of HR policies as advised by LA.
- 5.6 To ensure compliance with the Public Sector Equality Duty as introduced by the 2010 Single Equality Act.
- 5.7 To monitor and review school policies over an agreed time schedule – including but not exclusive to – Attendance Management and Return to Work Policy, Complaints Policy, Confidentiality Policy, Dignity at Work Policy, Disciplinary Procedures, Employee Grievance Policy, Induction Policy, Leave of Absence Policy, Long Working Policy, Recruitment and Selection Policy, Single Central Record Policy, Single Equality & PSED Policy, Support and Teacher Pay Policies and Performance Management and Capabilities Policy.

## **6. Meetings:**

The Committee shall meet at least once in each half term and otherwise as required. It will report on its meetings to the first Full Governing Body meeting after each of its own.

## **7. Proceedings:**

- 7.1 Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to all members of the Full Governing Body.
- 7.2 Any recommendations shall be submitted to the next meeting of the Governing Body for consideration and approval.
- 7.3 The minutes shall be kept in a separate Personnel Minutes File.

## **8. Review:**

The Full Governing Body will review the Personnel Committee Terms of Reference and membership on an annual basis.

Date of review:        October 2017

Signed by Chair of FGB:

Mrs. Katherine Wilson