



Terms of Reference Personnel Committee

The personnel committee will undertake its responsibilities with due regard to relevant legislation including the principle of equal opportunities. The members of panels or the staff dismissal appeal committee to be appointed by the chair of the personnel committee as occasion demands in accordance with the principles of natural justice. The committee or panel must seek appropriate advice.

1. Personnel Committee should meet at least twice each year
2. Review and determine, the staff complement (teaching and non-teaching staff), having regard to the budget and the school improvement plan, subject to the premise that changes of a significant nature and all those involving senior posts must be ratified by the full governing body.
3. Ensure that safeguarding procedures are robust when recruiting staff.
4. Ensure that a single central record is kept, following the guidance from DfE, for all staff and volunteers including a process for ensuring that those which need to be renewed are dealt within good time.
5. Select and recommend a suitable candidate to the governing body for appointment to the post of head teacher, deputy head teacher and assistant head teacher (when necessary). **The membership of the selection panel must be ratified by the whole governing body on the occasion of a vacancy.**
6. In most circumstances delegate to the head teacher responsibility for the appointment of all members of staff with the exception of members of the leadership group and to determine the duties and pay of all members of staff. Reference should be made to the 'School Teachers' Pay and Conditions' document as appropriate. (See the attached appendix for information about when delegation to the head teacher might not be appropriate).



7. Suspend, or end the suspension from duty of any member of staff. Where appropriate, the lifting of suspension is a responsibility that may be exercised by the head teacher acting jointly with either the chair of governors or the chair of the personnel committee.
8. In most circumstances delegate to the head teacher responsibility for the initial decision to dismiss a member of staff. This decision is subject to an appeal to a panel of at least three governors, which constitute the governing body's staff dismissal appeal committee. (See the attached appendix for information about when delegation to the head teacher might not be appropriate).
9. Review annually the efficiency of and where appropriate amend the governing body's Appraisal Policy for teaching staff. Oversee its operation within the school to maximise the training and development opportunities for teachers, having particular regard to the school improvement plan.
 - a) ensure that annual performance objectives are set and reviewed for all teachers who are subject to performance review*
 - b) oversee the annual pay reviews of all leadership group members and make decisions on the award of annual increments for them based on their respective annual performance reviews.*
 - c) exercise strategic oversight over the school's performance management and appraisal framework and liaise with the headteacher to ensure compliance with the Appraisal Regulations.*
10. Ensure the school has appropriate arrangements in place to provide the necessary assessment processes for teacher threshold.
11. Ensure that statutory requirements are met regarding the annual review of the head teacher's performance.
 - a) ensure that the governing body has selected 2 or 3 appointed governors to appraise the headteacher's performance
appoint an external advisor*
 - b) set and review annual performance targets for the Headteacher with
the support of the external advisor.*
12. Recommend a whole school pay policy for the governing body's approval.



- a) *To draft and recommend a pay policy to the full Governing Body for its agreement.*
 - b) *To act on the Governing Body's behalf in implementing the pay policy.*
 - c) *To oversee the pay policy review process, including consultation with staff and Governors.*
 - d) *To set an individual school range (ISR) for the Head and an individual pay range for the Deputy Head and/or Assistant Head and decide where new leadership group members are placed on their respective pay ranges.*
 - e) *To consider difficult pay issues, particularly where pay discretion has to be applied (eg the award of recruitment and retention incentives or benefits).*
 - f) *To maintain liaison with other relevant Governor Committees, eg the Finance Committee.*
 - g) *To keep abreast of relevant personnel and pay developments and advise the Governing Body when the School's pay policy might need to be reviewed.*
 - h) *To record salary decisions clearly and report back to the full governing body where necessary.*
 - i) *To observe all statutory and contractual conditions in respect of pay matters.*
 - j) *To monitor and review the School's Performance Appraisal Framework for teaching staff.*
 - k) *To monitor and review any Performance Appraisal Framework for support staff.*
 - l) *To recommend to the full Governing Body the annual budget required for pay purposes.*
13. Ensure the school has appropriate arrangements in place to provide for the necessary monitoring, support and assessment of Newly Qualified Teachers.
14. Ensure that the governing body adopts necessary personnel procedures and that adequate steps are taken to make these known to all staff to whom they relate. Take such action as is delegated to the personnel committee (including the staff dismissal appeal committee) under these procedures. Consider and determine staff grievances relating to their employment, in accordance with the formal procedures adopted by the Governing Body.



15. Consider and determine applications for premature retirement. Where such decisions would have long term cost implications for the school's budget share, the prior agreement of the governing body or the finance committee, as appropriate, is required.
16. Undertake any formal consultations on personnel matters.
17. Ensure that a true and accurate written record of all proceedings of the committee is maintained

Discussed and agreed Oct 2019



Alternative Arrangements

Appendix

In certain circumstances, outlined below the governing body rather than delegating responsibility to the head teacher may consider alternative arrangements for the appointment and dismissal of staff. This may include decisions made by an individual governor or a group of governors with or without the head teacher. If alternative arrangements are made the head teacher has the right to attend to give advice. The circumstances are as follows:

- A head teacher who is unwilling to perform these functions and whose previous history of service at the school did not include any such responsibilities. This gives an existing head teacher the option of preserving their current working arrangements, but when the governing body considers a new appointment for the head teacher post the normal expectation for the head teacher to undertake these responsibilities should apply.
- Where the head teacher has been directly involved in the disciplinary procedures leading to dismissal, has instigated a proposal for dismissal or is a material witness to the conduct in question. The arrangements for delegating initial dismissal decisions will therefore need to be considered on a case-by-case basis in the light of circumstances.
- Where the governing body of a school with a religious character has agreed staffing policies, which provide for governor involvement in the interests of preserving the school's religious character.
- Appointments of support staff outside the leadership group who are required to act in a senior management capacity. This ensures that the governing body may also lead in the appointment of support staff with senior management responsibilities.
- A head teacher is subject to suspension, disciplinary procedures (including capability), or disciplinary sanction.
- Where the head teacher has failed to abide by financial limits agreed by the governing body for any school purpose.