

The Personnel Committee Terms of Reference as adopted by full governors at their meeting on October 2024

Watcombe Primary School

Personnel Committee

The primary purpose of the Personnel committee is to ensure that the governing body fulfils its responsibilities relating to the school's staff.

The Personnel Committee will be the First Committee for all initial decisions on staff pay, dismissal, grievance or redundancy. The Personnel Committee will be the Governing Body Complaints Committee. Governors not in the Personnel Committee will be the appeals committee on all matters that the Personnel Committee deals with.

Quorum:

Must be 3 governors

Meetings:

The committee shall meet twice a year or as otherwise required by the FGB.

Terms of Reference:

To keep the school's staffing structure under review and to recommend to the governing body the annual budget for PAM (Personnel and Administration) and to monitor the implementation of personnel policies (for example, vacancies) in a proactive manner.

To ensure that statutory requirements relating to personnel matters are met.

To implement the school's pay policy and make decisions on staff pay in line with the Appraisal policy

To carry out the governing body's responsibilities in considering and making decisions on cases of staff discipline, capability and grievance.

To act as the Governing Body Complaints Committee and to consider any complaints made against the Headteacher

To help in the appointment of new teaching / non-teaching staff

To ensure that the Governing Body undertakes the Heads performance review annually

To monitor workload and ensure staff wellbeing and welfare

To ensure staff have access to suitable CPD opportunities and PPA

Autumn term:

Review appraisal outcomes/ recommendations and make pay decisions

Review pay policy(annually)

Review data protection policy (bi-annual)

Review staffing structure

Review equalities (every 4 years)

Summer term:

Review Appraisal policy
Review staffing structure

Policies subject to LA change:

Allegations against staff (GB)
Recruitment and selection (GB)
Freedom of information (GB)
Complaints Procedure (GB)
Capability (GB)
Acceptable behaviour
Equal opportunities in employment
Disciplinary
Grievance
Mental health and stress
Whistle blowing policy
Code of Conduct
Code of conduct - governors
Adoption & Paternity
Flexible retirement
Flexible working
Fixed term worker
Drugs and alcohol misuse
Domestic violence
Care support
Child protection
Equality objectives
Maternity
Model pay
Safer recruitment
School model parental bereavement
Volunteer handbook
Sabbatical leave