

**TERMS OF REFERENCE FOR THE
PEOPLE AND PERSONNEL COMMITTEE OF
HOLMER GREEN SENIOR SCHOOL GOVERNING BODY**

CONSTITUTION:

The membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

A person paid to work at the school, other than the Headteacher, must withdraw and not vote on pay or performance appraisal of any staff.

The Headteacher must withdraw and not vote on their own pay or performance appraisal.

A quorum will be at least three Governors. (NB Associate members do not count towards the quorum).

The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

It would **not** be best practice to elect a member of staff to chair this committee).

TERMS OF REFERENCE:

1 PERSONNEL

- 1 To determine the staff complement (liaising with the Finance Committee).
- 2 To recommend to the whole Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership group.
- 3 To keep under review the following personnel procedures and make recommendations to the full Governing Body:
 - Redundancy
 - Grievance
 - Conduct and Discipline
 - Capability
 - Health and Attendance
 - Retirement for Teachers
 - Leave of Absence
 - Close Personal Relationships
 - Whistleblowing
- 4 To ensure that Safe Recruitment Practices are followed when appointing new members of staff.

5. To ensure that all teaching staff benefit from appropriate professional development and that performance is rigorously managed
 - Governors will receive and evaluate reports on professional development offered to staff and feedback on the performance management process and how this has linked to salary progression
 - Governors will receive and evaluate reports on lesson observations and staff development
- 6 To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
- 7 To approve Discretionary Leave of Absence in line with the policy previously agreed by the Governing Body.
- 8 To receive annually, a report from the Headteacher on the Appraisal Process for teachers, to evaluate the operation and outcome of performance management arrangements and, to review and if need be revise the school's Appraisal Policy and Classroom Observation Protocol to ensure that it remains current and meets the needs of the school.
- 9 To receive and determine any applications for premature retirement, based on the Retirement for Teachers Policy, 2009. Where early retirement applies, it is recommended that the school seeks advice from the Operations Managers (School Improvement Service) and the School's HR provider on the most suitable route for both the employee and the School.
- 10 To be responsible for determining the appointment procedures for Assistant Headteacher posts and ensuring they are implemented. This may include the Headteacher, but where not involved in the appointment, the Headteacher has a right to attend to offer advice.
- 11 To be aware of and ensure compliance with guidelines for Newly Qualified Teachers.

Guidance is available via the following link:
<http://www.education.gov.uk/aboutdfe/statutory/g00212895/induction-nqts-england>
- 12 To act as a pool of governors for staff appointments in exceptional circumstances, which may or may not include the Headteacher. (See Standing Orders).
- 13 To take steps to promote the safety of all pupils and ensure that they are safe in school.
 - Governors will receive and evaluate reports on the effectiveness of the school's safeguarding and safer recruitment policies
 - Ensure the Annual Safeguarding Report to Governors, included within the main Section 11 Audit, is completed and submitted on time.
 - Regularly review (termly) and have oversight of the safeguarding audit.

- Ensure that any areas of practice identified is being in need of development is rectified by the school.

14. CPD – To receive and review training records of both the Governing Body and the Staff
15. To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors.

2 PAY REVIEW

Associate members do not have voting rights.

- 1 To prepare a Whole School Pay Policy for approval by the whole Governing Body
- 2 To ensure the Appraisal Policy is in place and reviewed as appropriate with any changes agreed by the whole Governing Body
- 3 The Committee/Headteacher will carry out an annual review of the salaries for all teaching staff for Main Scale and upper pay scale having taken advice from the Headteacher on all matters.
4. The Committee/Headteacher will carry out an annual review of the salaries for all support staff having taken advice from the Headteacher on all matters.

5 LEADERSHIP GROUP

- 5.1 To ensure the setting and reviewing of targets for Deputy and Assistant Headteachers takes place by the Headteacher, as agreed by the Governing Body
- 5.2 To make decisions concerning pay in relation to the Leadership Group, (Headteacher, Deputy Headteacher, Assistant Headteachers). If requested, copies of review statements will be made available for the duration of any meetings where pay is reviewed.
- 6 To ensure the appropriate notification of decisions is sent to the Human Resources Operations (Schools) and the Teachers Pay and Pensions Team, County Hall.
- 7 To ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Committee and the Clerk to Governors, and brief notes are circulated to all members of the Governing Body, omitting detailed reference to the review statement and individuals' performance

The composition and terms of reference will be reviewed annually in the Autumn Term and ratified by the governing body at their next meeting.

Signed

CHAIRMAN

Date

*Governors need to decide this arrangement