



All Saints' C of E (C) Primary School Personnel Committee (with responsibility for pay) Terms of Reference

Membership:

At least three governors plus the Headteacher. In addition, the governing board may appoint associate members to the committee in order to draw on expertise and experience from both inside and outside the school.

Quorum

At least two governors and the headteacher.

Chair

To be appointed at the full governor's meeting in the summer term, to continue in office until the first meeting in the following summer term.

Voting and Confidentiality:

All governors have voting rights.

Meetings:

A minimum of one per term. Minutes to be shared with the full Governing Board.

Remit:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee;
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and annual review;
- To oversee the appointment procedure for all staff;
- To assist with any disciplinary proceedings in line with policy;

- to support with safeguarding and ensure compliance with any personnel matters, in line with school policy;
- To establish and review a Performance Management policy for all staff*;
- To oversee the process leading to staff reductions;
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To make recommendations on personnel related expenditure to the Finance Committee;
- To consider any appeal against a decision on pay grading or pay awards;
- To monitor any policy relevant to personnel;
- To monitor staff training, including ensuring safeguarding training for all staff is current and up to date.

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

Disqualification -

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Reviewed: September 2018

Next review: September 2019