

**George Stephenson High School
Personnel Committee
Terms of Reference**

Membership

At least three governors including the headteacher. In addition, the chair of the governing body may attend and vote as a member ex-officio (i.e. by virtue of the office). There are at least 6 governors on this committee:

- 3 governors with delegated responsibility for Pay Review
- 3 governors with responsibility for Pay Review Appeals.

Likewise, the governors required for staffing hearing and staffing appeals may be taken from this group as needed.

Quorum

Three governors.

Conflict of Interest

An employee should withdraw from discussion when the subject for consideration is the pay or performance of that employee or another member of staff. Withdrawal of headteacher only if the consideration is around his/her pay or performance.

Meetings

Once per term with additional meetings as necessary.

Terms of Reference

- To ensure that the school has clear HR policies and procedures [having regard to advice from the LA] which are implemented and operated in school appropriately – including any necessary employee consultation;
- To ensure that school policies and procedures comply with the appropriate equality and diversity legislation – for example Sex, Race, Disability, Age, Religion & Belief, Sexual Orientation, etc. Schools will usually have agreed a Single Equality Scheme based upon guidance from HR;
- To keep under review the staffing structure in consultation with the headteacher and the Finance Committee;
- To establish and annually review a Pay Policy for all staff in conjunction with Finance Committee;
- To ensure that annual salary assessment forms are completed for all teaching staff with details of their position on the salary spine effective from 1st September and signed by the Chair of the Governing Body;
- To keep under review staff work/life balance, working conditions and well-being, including a general overview of absence monitoring;
- To ensure that aspects of safeguarding children, including DBS checks for staff and volunteers, are incorporated in to all practices and policies of the school in line with safeguarding children - safer recruitment training undertaken by relevant staff and governors (see safeguarding checklist produced by HR);
- To ensure that the school has an appropriate induction policy/procedure for all staff in school and that this is embedded in practice;
- To review the CPD of staff in relation to the priorities outlined in the School Development Plan;
- To make all necessary arrangements for the appointment of the headteacher/deputy headteacher if delegated by the governing body and in consultation with H.R.;
- To ensure the arrangements for Performance Management/Threshold Payments are implemented for all staff by the appropriate deadlines and to ensure there is an established mechanism for the Headteacher to feedback to governing body annually.