

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

General Terms

To act on matters delegated by the full governing body.

To liaise and consult with other committees where necessary.

To contribute to the School Improvement Plan.

To consider safeguarding and equalities implications when undertaking all committee functions.

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.

The Governing body is free to determine how often the committee meets and may delegate this to the committee

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number (other than the headteacher).

The committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors

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- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To receive on a termly basis, evidence of staff progress (or otherwise) towards achieving objectives including lesson observation, pupil progress, work scrutiny and teachers' standards relevant to career stage expectations
- 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 Improvement 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.
- To draft and recommend for adoption, the procedures for dealing with discipline and grievances.