

Terms of Reference for the Personnel Committee

1. MEMBERSHIP

The personnel committee shall consist of not less than four governors and the headteacher (or his/her representative).

The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.

Other members of the governing body may attend meetings of the personnel committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

The quorum shall be three non-staff governors.

3. MEETINGS

The Committee shall meet half-termly, or more frequently as may be required from time to time.

4. CHAIR ROLE

The chair of the committee shall be elected annually at the first Full Governors meeting of the Autumn term.

5. STANDING ORDERS

The agenda for the meeting shall be distributed at least seven days before the meeting.

A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.

Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

A report of proceedings of meetings of the personnel committee shall be circulated with the papers of the next full meeting of the governing body.

6. TERMS OF REFERENCE

The personnel committee will have delegated powers from the governing body to:

- draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory requirements, national and local guidance, and/or agreements made between the LA, the governing body, the staff and their unions/professional associations)
- implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee
- oversee the staff appraisal process through the annual Headteacher report, and provide appropriate challenge when necessary
- establish and regularly review personnel policies and procedures and ensure familiarisation with DFE guidance
- report to the governing body on all staff matters which relate to conditions of service
- advise the governing body on all current personnel developments which may affect the school's pay policy or budget

- determine and monitor the appointments procedure on behalf of the governing body
- delegate to the headteacher all matters relating to the day-to-day selection, management and supervision (and dismissal) of the staff employed at the school
- ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities
- ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers
- comply with the performance management regulations for teachers
- ensure compliance with the latest version of "Keeping Children Safe in Education"
- form a salary appeals committee when required.

7. POLICIES TO BE REVIEWED

Bursary	Autumn 1 (every 3 years)
Complaints	Autumn 1
Pay	Autumn 1
Probation	Autumn 1
Safer Employment	Autumn 1
Serial Complaints	Autumn 1
Volunteer Policy	Autumn 1
Wellbeing	Autumn 1
Whistleblowing	Autumn 1
Mobile Phones	Autumn 2
Allegations of abuse against staff	Autumn 2
Employment statement	Autumn 2
Physical Intervention	Autumn 2
Redundancy	Autumn 2
Trade Union	Autumn 2
Appraisal and Capability	Autumn 2
Data Privacy - Governors & Volunteers	Spring 1
Data Privacy - Job Applicants	Spring 1
Data Privacy - Pupils	Spring 1
Data Privacy - Staff	Spring 1
Data Privacy - Visitors	Spring 1
Data Privacy - Parents & Carers	Spring 1
Bullying and harassment	Spring 1
Code of Conduct	Spring 1
Disciplinary Procedure	Spring 1
Disciplinary Rules	Spring 1
E Safety	Spring 1
Stress Management	Spring 1
Grievance	Spring 1
Equality Information and objectives statement	Spring 2
ICT acceptable use	Spring 2
Safer Recruitment	Spring 2
Staff induction	Spring 2
Data Protection	Summer 1
Exit Interview Procedure	Summer 1

Flexible Working	Summer 1
Maternity Leave and Pay	Summer 1
Menopause Policy	Summer 1
Use of Photographs, Videos and Images	Summer 1
Sickness Absence	Summer 1
Recruitment of Ex-Offenders	Summer 2

8. DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Ratified October 2025