



**Caverstede Nursery School
Governing Board
PERSONNEL COMMITTEE
Terms of Reference**

Reviewed and approved by the Governing Board on 3rd July 2024

How often meetings will be held: Three times per annum

Membership: Seven – including Headteacher and one Associate Governor

Quorum: the number of non-staff governors present must be at least half.

Review: Annually

1. To ensure all aspects of the school's professional development programme are integral to the School Improvement Plan.
2. Staff Recruitment
 - 2.1 To be responsible for the recruitment and retention of school staff within the financial budget.
 - 2.2 To be well informed regarding employment law.
3. Performance Management
 - 3.1 To be responsible for the Performance Management Review process for the Head Teacher.
 - 3.2 To receive feedback on the Staff Review process for all school team members.
 - 3.3 To review the salaries of staff members as appropriate.
 - 3.4 To review the leadership and management structure of the school.
 - 3.5 To ensure that appropriate staff professional development and evaluations are taking place and impact on our practice.
4. Professional Development
 - 4.1 To support and ensure the school's involvement in initial training; from work experience placements to teacher training.
 - 4.2 To monitor the delivery of professional development initiatives promoted by the schools team.
 - 4.3 To support the school's involvement in research projects.
 - 4.4 To ensure all members of the Governing Board have access to appropriate professional development.
5. To review and approve policies, procedures and processes.
6. To have due regard to our relevant responsibilities under the Equalities Act.

In detail, the Personnel committee will have delegated duties from the governing board to;

- a) Draft and recommend for adoption a pay and conditions policy for the school. This will be consistent with statutory requirements, national and local guidance and/or agreements made between the LA, governing board, staff and unions.
- b) Implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law, giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing board following advice from the finance committee.
- c) Draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisals.
- d) Establish and regularly review personnel policies and procedures and ensure familiarisation with DfE guidance. In particular, in relation to the following;
 - Staff recruitment and selection
 - Support staff probation
 - Redundancy
 - Whole school pay policy (statutory)
 - DBS ex-offenders statement (statutory)
 - Grievance policy
 - Health, safety and well-being
 - Performance management of support staff

- Teachers appraisal and capability (statutory)
- Equality and diversity
- EHRC Public Sector Equality (statutory)
- Flexible working
- Special leave of absence
- Physical intervention

- Personal information
- Bullying and harassment
- Shared parental leave
- Sickness absence
- Whistleblowing

- e) Report to the governing board on all staff matters which relate to conditions of service
- f) Advise the governing board on all current HR developments which may affect the school's pay policy or budget.
- g) Determine and monitor the appointments procedure on behalf of the governing board.
- h) Set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
- i) 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. In certain circumstances the Headteacher has the right, in conjunction with the Chair Of Governors, to delegate to a panel of 3 non staff Governors, following advice from the Schools external HR partner (currently EPM).
- j) Ensure that all governors on the personnel committee and other committees which have HR responsibilities are aware and understand those responsibilities.
- k) Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- l) Comply with the performance management regulation for teachers.
- m) Ensure compliance with *Keeping Children Safe in Education*.
- n) Form an appeals committee when required.