



GOVERNORS' PERSONNEL & STAFFING COMMITTEE

Terms of Reference

Membership is made up of the Chairs of each committee, the Chair of Governors, the Vice Chair of Governors & the Head Teacher.

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To oversee the appointment procedure for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To review and develop staffing policies, e.g. procedures for selection and appointment of staff, professional development, equal opportunities policies.
- Monitor the school's procedures for staff development.
- Monitor the school's support for ECT's.
- Review the school's Performance Management Policy for Teachers and Support Staff in Schools annually and make appropriate recommendations to the Governing Body. Ensure statutory requirements are met.
- Review the Whole School Pay Policy annually to take account of local and national developments and make appropriate recommendations to the Governing Body.
- Establish the criteria and procedures for determining all discretionary elements of the pay policy.
- Take decisions regarding the pay of Assistant Head Teacher, Classroom Teachers and Support Staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher.
- Take decisions regarding the pay of the Headteacher, following consideration of the recommendations of the Governors responsible for the Head Teacher's performance review, and ensure that the Head Teacher is informed of the outcome of the decision of the Personnel Committee and of the right of appeal.
- To be responsible for submitting reports of pay decisions to the Governing Body.
- Discuss, monitor and review the School Development Plan and ensure this is a regular agenda item.

Reviewed October 2022