

St Joseph's College Edmund Rice Academy Trust Personnel Committee Terms of Reference

Purpose Statement

To consider personnel issues, pay, staffing structures, CPD, staff development and welfare, career development, succession planning and leadership and management.

Membership

The membership of the Personnel Committee will be agreed at the Full Governing Body meeting in line with all other sub-committees.

Role of the Chair

- The Chair will be appointed by the Committee annually at the first meeting of the new School year.
- The Chair will direct and control the meetings
- To cast a further vote if necessary to resolve any tied decision(s).
- To represent the committee at other meetings as necessary. To provide a report of the committee's actions to the Governing Body as required.
- To ensure accurate minutes are taken at each meeting.

Quorum

The Personnel Committee will be viewed as quorate with 3 voting Governors in attendance.

Meetings

The Personnel Committee will meet at least once every term.

Review

These Terms of Reference will be reviewed annually at the first committee meeting of the new school year and agreed by the Full Governing Body.

Terms of Reference

- In consultation with the Headteacher, to determine the staffing and management structure of the school.
- To oversee the appointment procedure for all staff.
- To provide support, guidance and accountability for the Headteacher on all personnel matters.
- To consider recommendations on staff salaries made by the Headteacher and to make appropriate recommendations to the Finance committee.
- To review, adopt and monitor a policy statement on staff consultation and to ensure that any formal consultations adhere to this Policy.
- To review, adopt and monitor the procedures for dealing with staff discipline, grievance, capability and redundancy and ensure that staff are informed of these.
- To review, adopt and monitor a Performance Management policy, and to determine the membership of the Headteacher Performance Management Group. Membership of the HTPM group need not be drawn from this committee, but the committee should seek to ensure that HTPM group members have received appropriate training. The Committee should receive a report on the pay progression of the Headteacher.
- To review and set the ISR (Individual School Range) for the school.
- To review, adopt and monitor the use of all Policies within the School and ensure that they comply with the latest Employment Legislation.
- To report to the governing body on decisions taken by the Committee in the exercise of any delegated powers.

- To oversee those policies as identified in the Governors' Annual Plan and ensure they are reviewed in a timely manner.

Reviewed: September 2016

Signed by Chair of Personnel Committee:Date.....

Signed by Chair of Governors: Date.....