

'Academy's Governors.....and appropriate committees must meet regularly enough to discharge their responsibilities...'

There are key responsibilities that are delegated by the Full Governing Body to the Personnel Committee to enable key decisions to be taken and to make recommendations back to the FGB.

The Personnel Committee will also act as the first committee for all staff decisions on pay, dismissal, grievance, capability and redundancy. (Members of the FGB will act as an appeals committee).

Having reviewed these Committee responsibilities and using the information and experience we have gained since becoming an academy, it seems the following pattern of meetings remains appropriate to enable the Committee to carry out these duties and is efficient in terms of staff and Governor time.

Personnel meetings to be in the first half of each term to enable reporting to the FGB which will meet in the second half of each term; therefore normally, there would be three meetings a year.

Additionally, the Pay Committee Governors would need to meet in October to consider the recommendations on pay as a result of teacher appraisals and at other times during the year as required.

Membership of Committees: Head, 3 Personnel Governors, ex officio member SBM

Quorum : At least two Governors plus the Head or his representative

Meetings : One per term as a minimum, plus Pay Committee meetings

Chair : The Chair of the Committee shall be elected by the FGB at the last meeting of the summer term to begin office in September.

TERMS OF REFERENCE

1. In consultation with the Head Teacher, consider the staffing structure whenever a vacancy occurs
2. To recommend for approval to the FGB and then to implement the agreed pay policy by acting as a Pay Committee
3. To ensure that procedures for dealing with issues of discipline, grievance, redundancy and staff absence are clear and adhered to and that there is clarity in terms of the Head Teachers delegated responsibility in dealing with such matters (see appendix A)
4. To consider and support the processes for appointing staff; to ensure there is Governor representation when appointing senior staff and to ensure that all procedures relating to the recruitment, selection, appointment and the setting up of all staff in school meet statutory and safeguarding requirements; and that the single central record is kept up to date at all times
5. To recommend and keep under review any personnel policies
6. To monitor and review CPD activity for all staff
7. To undertake the appraisal of the Head Teacher and to ensure all staff receive a regular appraisal of their performance

Potential training needs

- Safer recruitment training
- Safeguarding training
- Head Teacher appraisal training

STANDING AGENDA ITEMS

Autumn

1. To receive information on the Single Central Record and DBS checks
2. Receive a CPD report from the previous year, consider priorities for the coming year
3. Staffing update, including staff attendance data

4. Monitor the SDP
5. Review policies required by law or incorporated in our funding agreement:-
 - Data Protection procedures
 - Attendance Policy
6. Consider staff absence from the previous year
7. Policy review
 - CPD policy
 - Leave arrangements
 - Managing staff attendance and stress in the workplace
 - Volunteers in school

Spring

1. Consider the staffing structure in preparation for the new academic year
2. Monitor the SDP
3. DBS Update
4. Policy review
 - Equal opportunities policy
 - Recruitment and Selection Policy
 - Flexible Working Guidance
 - Redundancy policy
 - Maternity/Paternity/Adoption Leave (separate policies)
 - Shared Parental Leave
5. Staffing update including staff attendance data and CPD report

Summer

1. Staffing update including staff attendance data and CPD report
2. Monitor the SDP
3. DBS update
4. Review policies required by law or incorporated in our funding agreement:-
 - Acceptable Behaviour policy
 - Capability policy
 - Staff Discipline policy
 - Staff Grievance policy
 - Dealing with allegations about staff
5. Policy review
 - Employers discretion policy
 - Employing apprentices policy
 - ECT policy (previously NQT Policy)
 - Physical intervention policy
 - Secondment policy
 - Whistle blowing policy
 - Staff code of conduct/acceptable behaviour/Use of social networking sites policy/ies
6. Propose a Chair for the coming year, for consideration at the FGB meeting
7. Review terms of reference