



Essendon C of E (VC) Primary School

Encouraging everyone's light to shine (Matthew 5:16)

Personnel Committee Terms of Reference

1. The Committee shall consist of a minimum of three Governors in addition to the Headteacher who may be ex-officio members of the Committee.
2. The Committee may co-opt suitable persons to the Committee as non-voting members to provide additional expertise. The Committee shall have no more than two non-voting members at any one time.
3. The Committee shall nominate one of its number to act as Chair and Clerk respectively. It shall appoint a temporary Chair from its Governor members in the absence of its Chair and temporary Clerk in the absence of its Clerk.
4. A quorum of the Committee shall comprise of three members including the Headteacher.
5. Agendas and papers for each meeting shall normally be circulated at last 7 days prior to the meeting. Minutes of the meetings shall be kept to record time, place and attendance as well as decisions, action points and recommendations to be made to the Governing Body. Minutes shall be circulated as soon as possible to the members of the Committee and to the Full Governing Body with the papers of the next meeting.
6. The Committee will consider such matters as are directed by the Governing Body, or between meetings by the Chair or Vice-Chair and will take advice as and when appropriate from the Headteacher.
7. The Committee shall usually meet at least once per term.
8. The terms of reference and composition of the Committee shall be reviewed annually.

9. The Committee may delegate powers or responsibilities, within the limits granted to it, to its members or to the Headteacher or Deputy Headteacher.
10. On behalf of the Governing Body the Committee will have delegated powers to undertake the following duties, acting, where appropriate in consultation with the Headteacher.
 - a. Review and co-ordinate consultation between staff and the Governing Body in pursuit of effective teamwork.
 - b. Review and implement procedures for dealing with discipline and grievances and ensure staff are aware of them.
 - c. Monitor and review the staff structure and job descriptions to ensure they remain appropriate to the School's needs.
 - d. In consultation with the Premises and Finance Committee, determine salary levels for individual posts in accordance with the Pay Policy and the Appraisal Policy.
 - e. Be conversant with the Pay Policy and the Appraisal policy and monitor its implementation including receiving recommendations from the Headteacher regarding pay review and make determinations.
 - f. Regularly review the progress of personnel related items in the School Development Plan; the School.Governor Annual Planner and the Policy Audit.
 - g. Regularly review the personnel related items of the SEF.
11. The Committee will ensure that all matters relating to individuals are treated in the strictest confidence.