



Terms of Reference of Personnel Committee

Date Adopted	1st October 2009	Version	5
Last Reviewed	7th October 2010		
Author/Owner	Full Governing Body		

Membership

- i) The committee shall consist of not less than 3 governors plus the headteacher or delegate(s).
- ii) The committee shall have such co-opted non-voting members as the governing body shall appoint.
- iii) The committee may make recommendations for these appointments.

Quorum

- i) The quorum shall be three governors.
- ii) Governors who are employed at the school are entitled to sit on the personnel committee, but cannot take part in discussion or decisions on the pay or appraisal of anybody employed at the school.
- iii) Further, governors who are employed at the school must withdraw when his or her own pay is being discussed.

Terms of Reference

Personnel

- a) To monitor the Performance Management Policy and report to the full governing body.
- b) To make arrangements for interviewing and appointing staff.
- c) To draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body.

Policies

- d) To monitor, update and keep under review the following policies
 - Acceptable Behaviour Policy
 - Attendance Policy
 - Capability Procedure
 - Complaints about School
 - Conduct Procedure
 - CRB Disclosure Policy
 - Flexible Working Requests Policy
 - Grievance Policy
 - Managing Sickness Absence Procedure
 - Pay & Performance Management Policy
 - Race Equality Policy
 - Redundancy Policy & Procedures
 - Staff Consultation
 - Staff Development & CPD Policy

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- Staff Leave and Absence
- Staff Secondment
- Supply Cover Policy
- Violence & Agression Policy
- Volunteers in School Policy
- Whistleblowing Policy

Document History

5	Approved by Full Governing Body (1st October 2009)
4.1	Responsibility regarding policies revised (23rd April 2009)
4	Policy list updated, Adopted by Full Governing Body (27th November 2008)
3.1	No Smoking Policy moved to Finance, Buildings, Health & Safety (21 st Sept 2007)
3	Approved by Full Governing Body (10 th May 2007)
2.1	Reformatted and aligned with terms for other committees by Clerk (April 2007)
2	Legacy policy approved 13 th November 2005