

# Personnel Committee's Terms of Reference

## Membership

- a) The committee will consist of 3 members of the governing body. The Headteacher is a member by virtue of their post.
- b) Non-voting participants may be invited to meetings by the committee as and when required.
- c) EITHER:  
The governing body will elect the chair of the committee  
OR:  
The committee will elect a chair from its own membership
- d) The governing body may appoint non-voting associate members to the committee.
- e) The governing body may appoint associate members with voting rights.
- f) The membership of the committee will be reviewed annually by the governing body.

The current membership of the committee is: Rev Owen, Peter Dowson, Andrew Reay-Robinson, Jackie Naylor

## Quorum

The quorum will be a minimum of three governors, including the Headteacher.

## Meetings

These will take place during the Autumn Term and additionally as required.

The Clerk for the committee is responsible for:

- Convening meetings of the committee
- Taking minutes of meetings
- Ensuring that the minutes are presented at the full governing body meeting.

## Personnel committee Responsibilities

- a) To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements and make the necessary staff appointments.
- b) To ensure that arrangements are in place for the performance management of all school staff.
- c) To ensure that arrangements for NQT's are in place
- d) To receive reports on staff absence (relating to long term, serious illness or a Bradford score of 100+) on behalf of the governing body
- e) To monitor the staff development programme and its impact with the governing body
- f) To review staffing policy documents and procedures

- g) To ensure that the staff handbook is formulated and reviewed in due course.  
Ensure it is accessible by all staff.
- h) To review staffing annually.
- i) To review the individual salary range of the school annually.
- j) To review teacher salaries annually.
- k) To review these terms of reference annually and take to the full governing body for approval.