Pupils and Personnel

Terms of Reference
1. **Membership :** All Governors/associate members as agreed by the governing body/Head teacher (School Business Manager or equivalent from school administration team in attendance)
1. **The committee will:**
   - at the first meeting each academic year:
     i. make recommendations on the appointment of Committee Chair
     ii. make recommendations on the appointment of Committee Vice Chair
     iii. review the terms of reference and remits for the committee
     iv. report on these matters to the next full governing body meeting
   - ensure that the committee Chair, Head teacher and Clerk meet to develop an agenda for each committee meeting, consider the annual governing body planner as part of the agenda building process. The committee clerk to circulate the agenda and previous meeting minutes 7 days prior to the meeting.
     ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full meeting after the termly committee meeting
   - hold at least one meeting per term
   - operate with a quorum of at least three governors

Members of committee (names): Marie Willis Sonya Wright Chrissy Diffin Caroline Howett	Chair or Committee (name): Marie Willis
	Vice Chair of Committee (name): Sonya Wright
Meeting Dates for the Year: 13/11/19	Quorum: Three

Remits

Key focus of the committee:
To determine, approve and monitor matters, regulations and legislation relating to staffing and personnel resources and specific aspects relating to pupil needs, for example pupil welfare and safety and exclusions

Staffing and Personnel, Staffing, Personnel

1. To be aware and to advise he governing body on legal requirements and procedures relating to personnel issues
2. To ensure the staffing structure and complement, retention and succession planning is suitable to deliver the School Improvement/Development plan objectives
3. To monitor and review the school's staffing structure and workforce development plan
4. To monitor Continued Professional Development for all school staff (teachers, support, administrative staff and governing body/committee clerks)
5. To agree, manage and monitor a training and development strategy and plan for governors*
6. To monitor the appropriate designated governor roles/responsibilities and make recommendations to the full governing body or Strategic Development committee
7. To approve and monitor procedures for staff appointments – (referring to the governing body's agreed staff recruitment and appointment policy or procedures)
8. To approve and monitor procedures for the suspension and cessation of suspension of and dismissal of :-
    a. Head teacher
    b. Other staff
9. Establish a Personnel Procedures and Appeals – sub committee to undertake Personnel responsibilities as listed in number 8 above
10. To monitor and review of the school's Appraisal and Capability policy (formerly know as the Performance Management Policy)
11. To ensure that safer recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended Schools provision and activities
12. To be consulted on and to approve job descriptions for the staff
13. To be responsible for reviewing the Head teacher's job description should the need arise
14. To liaise with the Finance committee in implementing the current School Improvement/Development plan staffing matters
15. To monitor staff absence in comparison with national and local data
16. To monitor the wellbeing and worklife balance of the Head teacher
17. To develop, approve and amend policies as appropriate to this committees' Personnel remits (refer to suggested documents/policies in the table below)

Pupils

1. To be aware and advise the governing body on legal requirements and procedures relating to:
   a. Pupil attendance
   b. Behaviour
   c. Exclusions
2. To monitor pupil attendance in comparison with national and local data
3. To monitor pupil behaviour and the use of exclusion in comparison with national and local data
4. Responsibility for Pupil Discipline matters – Exclusions
5. To monitor how the school listens to pupils' views (for example School Council)
6. To monitor school record keeping procedures – for example pupil records and contact details (reference to the Freedom of Information Act and Data Protection Act)
7. To ensure provision of free school meals to those pupils meeting the criteria
8. To ensure the school nutrition standards are met.
9. To ensure delivery and/or signposting of Extended Schools provision in the local community
10. To oversee the school's access, participation and success in appropriate awards, for example Health Schools, Arts Mark
11. To develop, approve and amend policies as appropriate to this committees' Pupil remits (refer to suggested documents/policies in the table below)

Chair's signature _____ Date_____

Suggested committee documents/policies to be developed, reviewed and agreed

Personnel
1. School's staffing complement and structure document
2. Staff consultation procedures and practice
3 Equalities Policy
4. Pay Policy
5. Leave of Absence Policy
6. Staff absence management procedures
7.Capability, Discipline and Grievance Policy
8. Safeguarding Policy
9. Safer recruitment Policy
10.Recruitment and Selection and Staff Retention Policy

11. Leadership Development and Succession planning strategies (policy)
12. Staff reduction strategies/procedures
13. Staff secondment procedures
14 Group size of the school (to be reviewed at least once every three years) **This action can be delegated to the full governing body or the governing body's Strategic Development Committee**
15. Newly Qualified Teachers – procedures and practice
16. Staff Induction procedures
17. Head teacher induction procedures (when appropriate, for example at the time of appointment of new head teacher
18. Confidentiality policy
19. Freedom of Information procedures
20. Data Protection procedures
21. Whistle Blowing policy
22. Appraisal and Capability Policy (formally know as the Performance Management Policy) **This policy can be reviewed by the full governing body or delegated to a specific governing body committee for example Pupil and Personnel, Finance or Strategic Development. The full governing body has the responsibility to make this decision**
23. Well being and Worklife Balance Policy
Pupils
1 Pupil Attendance Policy
2. Behaviour and Discipline Policy
3. Exclusions Policy
4. Inclusion and Special Educational Needs Policy (this policy may be delegated to for example the Standards, Standards and Curriculum committee – a full governing body decision)
5. Internet Policy
6. Food and Nutrition Policy (this policy may be delegated to , for example the Health and Safety committee)

7. Sex and relationships and Drugs Education Policy
8. Looked after children Policy
9. Home School Agreement
10 Bereavement Counselling