

# Great Wilbraham C of E Primary School

## Terms of Reference for the Personnel Committee (2021-22)

---

### 1. Membership

- 1.1. The personnel committee (also known as the Pay Body) shall consist of not less than four governors and the Headteacher (or his/her representative).
- 1.2. The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee.
- 1.3. Other members of the governing body may attend meetings of the HR committee and may contribute to discussions on matters under consideration.
- 1.4. Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

### 2. Quorum

- 2.1. The quorum shall be three governors.

### 3. Meetings

- 3.1. The Committee shall meet termly, or more frequently as may be required from time to time.
- 3.2. The Meetings will be minuted by the School Business Manager although there may be confidential items that are minuted separately and kept in a file in the Headteacher's office..
- 3.3. Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.
- 3.4. Virtual meetings via Teams as directed by the FGB Standing orders

### 4. Chairmanship

- 4.1. The chair of the committee shall be elected annually at the first meeting of the Autumn term.

### 5. Standing Orders

- 5.1. The agenda for the meeting shall be distributed at least seven days before the meeting.
- 5.2. A summary of decisions taken and points for action will be noted on a copy of the agenda as a record of the proceedings of the meeting.

5.3. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

5.4. A report of proceedings of meetings of the HR committee shall be circulated with the papers of the next full meeting of the governing body.

## 6. Terms of Reference

6.1. The personnel committee will have delegated powers from the governing body to:

- a) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations);
- b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee;
- c) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments;
- d) establish and regularly review HR policies and procedures and ensure familiarisation with DFE guidance , in particular in relation to the following:  
(Model policies can be found in the members section of [www.epm.co.uk](http://www.epm.co.uk) in Documents under the relevant letter coding)

- B** Appointments
- C** Termination of Employment
- D** Discipline & Dismissal
- E** Grievance
- F** Paying Staff
- G** Employee Relations
- H** Health, Safety and Well Being
- I** Job Descriptions and Job Evaluations
- J** Appraisal and Performance Management
- K** GDPR and Personal Information
- L** Equality & Diversity
- M** Family Friendly Matters
- N** Sickness & Other Leave of Absence
- O** Child Protection & Whistleblowing
- P** Payroll
- Q** TUPE

- e) report to the governing body on all staff matters which relate to conditions of service;
- f) advise the governing body on all current HR developments which may affect the school's pay policy or budget;
- g) determine and monitor the appointments procedure on behalf of the governing body;
- h) set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place;
- i) delegate to the Headteacher all matters relating to the day to day selection, management and supervision and dismissal of the staff employed at the school;
- k) ensure that governors on the Personnel committee and other committees which have Personnel responsibilities are aware of and understand those responsibilities;
- l) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers;
- m) comply with the performance management regulations for teachers;
- n) ensure compliance with *Keeping Children Safe in Education*;
- o) form a salary appeals committee when required.

## **7. Declaration of Interests**

- 7.1. Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

**Terms of reference agreed on 23<sup>rd</sup> March 2022**