



**Terms of Reference
People and Communications Committee**

Bassingbourn Community Primary School

Reviewed September 2016

Terms of Reference for the Personnel Committee Bassingbourn Primary School

1. MEMBERSHIP

- 1.1 The personnel committee shall consist of not less than three 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 personnel 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 two governors and the Head Teacher.

3. MEETINGS

- 3.1 The Committee shall meet termly, or more frequently as may be required from time to time.
- 3.2 Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

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 personnel 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 and the whole school pay policy,
 - d) establish and regularly review personnel 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 in Documents under the relevant letter coding)
 - A Employment Policy
 - B Staff Recruitment and Selection
Induction
 - C Redundancy
 - D Disciplinary Procedures Conduct and Capability
Disciplinary Rules
Staff Code of Conduct
Bullying and Harassment
Teacher Appraisal
 - E Grievance Procedure
 - F Whole school pay policy
 - H Health, Safety and Well Being
 - J Performance Management
 - K Personal Information
 - L Equality and Diversity
 - N Sickness Absence
Special Leave of Absence
 - O Whistleblowing
 - e) report to the governing body on all staff matters which relate to conditions of service.
 - f) advise the governing body on all current personnel developments which may affect the school's pay policy or budget and act as the pay review committee.
 - 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.
- j) ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- k) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- l) comply with the performance management regulations for teachers.
- m) ensure compliance with 'Keeping children safe in education: information for all school and college staff' September 2016
- n) 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.