

## Personnel and Training Committee

### Terms of Reference

**Membership**

Membership to be decided at the start of each academic year.

**Quorum**

The quorum is 50% plus one of the agreed membership (where this is not a whole number it should be rounded up)

**Clerking**

Louise Newman (Governance Professional) will provide professional clerking. The Governance Professional will circulate the minutes of all meetings to all members of the FGB.

**Meeting Frequency**

The committee will meet at least once in each school term. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

**Minutes**

The minutes and actions will be distributed to all members. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair and Governance Professional in advance of the agenda being issued.

**Conflict of Interest**

This will be a standing item on each agenda, allowing members to declare any interest on items being discussed (this will include items already declared on the annual business interest declaration).

**Compulsory Training**

Governors serving on this committee MUST attend the following training

- Safer Recruitment (at least 50%) of the membership
- Feedback and complaints (one governor)
- Performance Management and Performance Related Pay

**Responsible Policies**

This committee is responsible for review the following statutory policies as per the review cycle

- Complaints
- Equality
- Disciplinary Rules and Procedures
- Freedom of Information
- Grievance
- Single Equality Statement
- Whole School Pay

This committee is responsible for review of the following non-statutory policies as per the review cycle

- Appraisal Policy – Teachers
- Capability Procedures for Support Staff
- Capability Procedure for Teachers
- Code of Conduct for School Employees
- Continued Professional Development
- Dignity at Work

## Personnel and Training Committee

### Terms of Reference

- Information Handling
- Managing Attendance & Sickness for School Employees (plus Appendix A & B)
- Sabbaticals for Staff
- Staff Appointment and Exit Procedures
- Whistleblowing

#### **Delegated Responsibilities**

This committee has an oversight of personnel matters. These include

- Ensuring the single central record is maintained and up to date
- Ensuring and reviewing the overall staffing provision of the school, in conjunction with both the Curriculum & Students Matters and the Premises & Finance Committees
- Keeping up to date of relevant developments in employment legislation and advising the Governing Body of revisions when appropriate
- Keeping under review policies relating to the recruitment and employment of staff
- Considering general staffing matters as advised by the Headteacher
- Oversight and review of the various training and professional development opportunities for all staff and governors
- Keeping safeguarding procedures under review
- Monitoring staff well-being strategies
- Considering support staff appraisal
- Receive feedback from staff and student voice
- Monitoring Parkstone and Teaching Schools Alliance CPD progress
- Ensure teacher appraisal cycle is complete
- Ensure Head Teacher appraisal cycle is complete

The committee will be assisted and advised by relevant members of staff and, when appropriate, other bodies e.g. BoP and DfE