



PERSONNEL & TRAINING COMMITTEE

Terms of Reference

Membership

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

Quorum

The quorum is a minimum of 3 Governors of the agreed membership.

Clerking

The Governance Professional will provide professional clerking. The Governance Professional will circulate the minutes of all meetings to all members of the Committee.

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 should 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

- Appraisal Policy – Teachers
- Capability Procedures for Support Staff
- Capability Procedure for Teachers
- Code of Conduct for School Employees
- Continued Professional Development
- Disciplinary Rules and Procedures
- Freedom of Information
- Grievance
- Newly Qualified Teachers
- Single Equality Statement
- Whistleblowing

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

- Adoption
- Complaints



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- Development Discussion for Support Staff
- Dignity at Work
- Flexible Working
- Managing Attendance & Sickness for School Employees (plus Appendix A & B)
- Maternity
- Paternity
- Sabbaticals for Staff
- Shared Parental Leave

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 Governance Board 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 voice
- Monitoring Parkstone and Teaching Schools Alliance CPD progress
- Ensure teacher appraisal cycle is complete
- Ensure Headteacher appraisal cycle is complete

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