

## TERMS OF REFERENCE FOR JCOSS PERSONNEL COMMITTEE

There will be up to six members of the Personnel Committee, excluding ex-officio governors. The quorum for any meeting shall be not less than three governors. Ex officio governors count towards the quorum (NB. Associate Members do not count towards the quorum). The Co-Chairs of Governors and the Headteacher will be ex officio members of all committees.

The Committee will elect a chair from among its members. In the absence of the chair at a meeting the Committee will elect any member to act as chair for that meeting. The Committee may invite non-governors to attend, but in a non-voting capacity.

1. To review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions, and to make recommendations.
2. In consultation with the Finance & Premises Committee, to determine salary levels for individual posts in accordance with the Pay Policy.
3. To review annually the performance management policy, monitor its implementation and assume responsibility for the head's performance management.
4. To keep under review personnel procedures and policies and make recommendations for change to the full Governing Board where necessary [see policy list below].
5. To liaise with the relevant committee to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
6. To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
7. To be aware of and review compliance with guidelines for Newly Qualified and other Teachers.
8. To review the staffing structure as necessary and, at least annually, in relation to the School Development/Improvement Plan.
9. To approve Discretionary Leave of Absence in line with the Policy previously agreed by the Governing Board
10. To recommend to the Governing Board staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
11. To undertake any formal consultations on personnel matters.

**The composition and terms of reference will be reviewed annually in the Autumn Term.** .



Signed

CHAIR

Date 8/11/2023

<b>To be approved by Full Governing Board</b>			
<b>Policy</b>	<b>JCoSS Staff i/c</b>	<b>Govs Committee</b>	<b>Statutory / Non Statutory</b>
Code of Conduct - Staff	Head	Personnel	Statutory
Disciplinary	Finance Director	Personnel	Statutory
Grievance Policy - Staff	Finance Director	Personnel	Statutory
Pay Policy	Finance Director	Personnel	Statutory

<b>Governing Board free to delegate to a committee of the GB, an individual or HT</b>			
<b>Policy</b>	<b>JCoSS Staff i/c</b>	<b>Govs Committee</b>	<b>Statutory / Non Statutory</b>
Absence Management Policy - Staff	Finance Director	Personnel	
Capability Policy	Finance Director	Personnel	Statutory
Central Record of Recruitment and Vetting Checks (live record)	Finance Director	Personnel	Statutory
Governor Formal Contact with School	Head	Personnel	
Information Technology and e-Safety Policy	Heda of ICT	Personnel and T&L	
Leave of Absence Policy - Staff	Finance Director	Personnel	Statutory
Managing Safeguarding Allegations of Abuse against Staff and Volunteers	Deputy Head (Pastoral)	Personnel	Statutory
Performance Appraisal Policy - teaching staff	AHT CPD	Personnel	Statutory
Performance Appraisal Policy - support staff	Head AHT CPD	Personnel	
Personnel Records Filing Policy	Finance Director	Personnel	Statutory
Recruitment Policy	Finance Director	Personnel	Statutory
Staff Development Policy	AHT CPD	Personnel	

8/11/2023