



**Birchwood High School  
Personnel Committee Terms of  
Reference  
Academic Year 2021-  
2022 (Committee review:  
February 2022)**

### **Terms of Reference**

In accordance with legislation and the relevant education acts the Personnel Committee will:

- Act with integrity, objectivity and honesty in the best interests of the school;
- Be open about their decisions and actions.

The Personnel committee will act strategically by:

- Agreeing the aims and objectives for the school
- Agreeing policies for achieving those aims and objectives.

In all the above, the Personnel Committee will act in accordance with education law and will consider any advice given by the Principal and Senior Leadership Team (SLT).

The Personnel Committee will act as a “critical friend” offering an external perspective to the Principal and the school: monitoring the personnel function, offering support and advice, an external opinion, asking challenging questions, offering constructive criticism where appropriate and ensuring that the highest professional and ethical standards are met.

**Membership:** a minimum of three Governors. Additional non Governors can be members, but must not outnumber the governor members, and do not have voting rights. With the exception of the Principal staff Governors cannot serve the Personnel Committee. The HR Manager will, where possible, be present at each meeting.

**Quorum for the Committee:** three members of the Committee

**Frequency of meetings:** at least five times a year and as and when required.

#### **Chair’s Responsibility:**

- To chair meetings
- To set the agenda in consultation with the SLT Link
- To arrange meetings and notify members
- Note decisions/options
- To arrange for the provision of written reports/minutes

#### **Remit**

1 To review the school’s Pay Policy.

2 To review the Performance Management Policy and monitor its implementation.

3 To liaise with relevant committees to review and agree the annual and longer-term salary budgets and other costs relating to personnel, eg training.

4 To review the staffing structure as necessary and, at least annually, in relation to the Strategic Transformation Plan.

- 5 To receive and consider reports on safeguarding in relation to personnel issues.
- 6 To review the Single Central Record and monitor the annual audit feedback.
- 7 To review staff selection procedures, ensuring that they conform with safe recruitment practice, and to review these procedures as necessary.
- 8 To review and recommend for adoption by the Governing Body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them.
- 9 Should the need arise, to draft, in consultation with staff, criteria for redundancy, for approval by the Governing Body.
- 10 To undertake any other formal consultations on personnel matters.
- 11 To review the school's focus on the well-being programme and to monitor the resulting progress.
- 12 To review the progress of personnel-related matters in the school's Strategic Transformation Plan.
- 13 To regularly review the personnel services the school buys into to ensure the school is receiving the best service available together with value-for-money.
- 14 To review the CPD undertaken by members of staff at the school, including the cost of CPD to the school.
- 15 To review the Risk Register.
- 16 To review and approve all policies which have delegated to the Personnel Committee by the Full Governing Body.
- 17 To review and recommend personnel policies for approval by the Full Governing Body where Personnel do not have the authority to approve.