

## **Personnel and Staffing Committee**

The governing body hereby resolves to establish a committee of the governing body to be known as the Personnel and Staffing Committee.

The chair, members and clerk of the Personnel and Staffing Committee shall be non-executive members and shall be appointed by the Governing body.

The clerk will circulate minutes of meetings of the Personnel and Staffing Committee to all members of the Governing Body.

The Governing Body shall determine how often the Committee shall meet.

## **Terms of Reference**

### **Authority**

The Personnel and Staffing Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee or external source.

### **Role**

The role of the Personnel and Staffing Committee is to advise the Governing Body about all matters relating to the staffing of the school and to undertake certain responsibilities related to staffing matters on behalf of the Governing Body.

It performs this role with the purpose of supporting best practice and of complying with legal requirements in the recruitment, deployment, retention and development and welfare of all the school's staff.

### **Duties**

The duty of the Personnel and Staffing Committee is to:

Be responsible for the appropriate proper recruitment of staff, except in respect of the Principal and Vice Principal, whose recruitment is covered separately by legislation.

Recommend a pay policy to the Governing body.

Implement the Governing body's pay policy, determining pay and annual progression.

Make Recommendations to the Governing Body in the matters of early retirement.

Meet the board of director's responsibilities under the Disability Discrimination Act 1996 especially in the area of employment.

Monitor the implementation of the academy's School Improvement Plan regarding staffing and staff development.

Review new and existing policies relating to the employment and conditions of staff at the Academy and make recommendations to the Governing Body;

- Teachers Pay Policy
- NJC Staff Pay Policy
- Trade Union recognition agreement
- Staff Code of Conduct
- Performance Management
- Teaching Staff Appraisal and Capability
- Statement of Grievance Procedure
- Statement of Staff Disciplinary Procedure
- Support Staff Appraisal and Capability
- Leave of Absence Policy
- Stress at Work Policy
- Staff Development and CPD Policy
- Flexible Working Policy
- Redundancy and retirement Policy

Monitor that the above policies and following procedures are used by the school and reviewed from time to time as required;

- Procedure for Managing Sickness Absence - school employees
- Staff Grievance procedure
- Appraisal and Capability procedure

Review the recommendations of the Principal as to salaries particularly any discretionary awards;

Review the operation of the Academy's code of conduct for staff;

Monitor compliance with School Workforce CENSUS return requirements

### **Delegated Powers**

Decide on the salary scale starting point of newly appointed staff.

Be responsible for the allocation/continuation of TLR's and any consultation with staff groups about such matters as they see fit.

### **Administration of Personnel/Staffing Committee**

The Personnel/Staffing committee will meet at least once per annum.

The Personnel/Staffing Committee will consist of three members of the Governing Body. Additionally, up to two external co-opted members may also be appointed.

The Personnel/Staffing Committee will be quorate if two members are present and 50% of members are AT Board members.

The Accounting Officer, Chief Finance Officer and other members of the AT staff maybe invited to attend, but will have no voting rights.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Personnel and Staffing Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 10 working days in advance of the meeting.

The Personnel and Staffing Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.