



Personnel and Communications Committee Terms of Reference

Members of the Committee
Mrs C Walker (Chair)
Mrs F Parr
Mrs J Surridge
Mr N Shearer
Mr E Stanley

Terms of reference:

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To draft and keep under review the staffing structure in consultation with the Head Teacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (*links to SFVS evidence 26*)
- To ensure that all staff are reminded of the school's whistleblowing policy on a regular basis (*links to SFVS evidence 21*)
- To approve and review a Performance Management policy for all staff*
- To review job descriptions for staff as appropriate and recommended by the Head Teacher (*links to SFVS evidence 4*)
- To review and agree policies relating to Personnel as delegated by the Governing body (*please list*)
- To oversee the process leading to staff reductions
- To be responsible for the suspension and/or dismissal of staff (including the Head Teacher if delegated to a committee)
- To be responsible for the ending of a suspension for staff (including the Head Teacher if delegated to a committee)
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement

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- To produce, collate and report questionnaires for parents, staff and pupils

- *Additional items which individual Governing Bodies may wish to include*

* The Head Teacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training