

## **GOVERNORS PERSONNEL COMMITTEE**

### **1. Membership**

- 1.1 Members of the Committee shall be appointed annually at the first meeting of the Governing Body in the Christmas Term shall comprise:-
  - (i) The Chair of the Committee appointed by the Governors
  - (ii) at least 3 other Governors
  - (iii) the Headteacher shall be an ex-officio member of the Committee but the may appoint a member of the senior management team to deputise for him on a temporary or permanent basis.
- 1.2 The Committee may co-opt up to two non-Governor members who will bring particular expertise or experience to the work of the Committee.
- 1.3 A person shall be appointed to service the Committee but shall not be entitled to vote.
- 1.4 In the absence of the Chair of the Committee those present shall elect a chair for the meeting.
- 1.5 Whilst a student representative is entitled to attend meetings for all other committees it is deemed inappropriate to attend the Personnel Committee due to the sensitivity of the subjects discussed.

### **2. Quorum**

A quorum shall consist of not less than three Governors.

### **3. Remit**

- 3.1 The Governors' Personnel Committee is responsible to the Governing Body.
- 3.2 The Committee shall be empowered to make decisions which will enable compliance with Governors' approved budgets and policies, legislation and regulation. The Committee shall have no power to pass resolutions to commit the Governing Body unless they are specifically empowered by resolution of the full Governing Body.
- 3.3 Specifically the Committee shall be responsible for the regular monitoring and review of:-
  - (a) the development of all policies and procedures relating to personnel issues
  - (b) the Governors' policies and procedures for Staff Absences, Staff Appraisal, Capability, Discipline, Grievances, Redundancy, Equal Opportunities, Race Equality, Staff Development and any other personnel policies adopted by the Governing Body.
  - (c) Job Descriptions
  - (d) the Staffing Structure and allocation of Responsibility points
  - (e) the Personnel section of the School Development Plan and overseeing its annual update.
  - (f) To determine the Pay Policy for the school.

**4. Proceedings**

- 4.1 The Committee shall meet at least once per term and at such other times as may be necessary. Meetings may be held in person or virtually, using a secure platform.
- 4.2 The Committee shall organise its proceedings in accordance with accordance with the [Governance Handbook](#).
- 4.2 The Committee shall make minutes of their meetings and signed minutes of all meetings shall be kept in a ring binder file.
- 4.3 All minutes of the Committee shall be submitted to the Standing Committee who will be responsible for reporting on the issues discussed and decisions reached by the Committee and matters requiring formal resolution of the Governing Body.
- 4.4 Agendas and relevant papers for all meetings of the Committee should be sent so as to arrive seven days prior to the meeting. Minutes of Committee meetings should be circulated to members not more than 14 days after the meeting.
- 4.5 Copies of Committee agendas and minutes, except confidential items, shall be made available at the School and open to anyone for inspection. The chair of the Committee shall make a private minute of confidential matters and submit a copy to the Chair of Governors.

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