



Personnel Committee - Terms of Reference

Appendix 6

The Academy's Board of Trustees has established a Personnel Committee as a Committee of the Board to support them in their responsibilities for reviewing personnel matters.

Incorporated within the Personnel Committee are:

- The Pay Committee
- The Staff Dismissal Committee
- The Staff Dismissal Appeal Committee

1. Responsibilities

The Personnel Committee is a sub-committee of the school's Academy Trust Board and its main purpose is to monitor and review the school's personnel and to ensure that practice and policies are positively contributing to the school's mission, ethos and improvement plan.

The Personnel Committee will:

- Ensure that the school is staffed sufficiently for the fulfilment of the school improvement plan and the effective operation of the school.
- Establish and oversee the operation of the school's appraisal policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- Establish a Pay Policy for all categories of staff.
- Be responsible for the administration and review of the Pay Policy.
- Ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- Annually review policies and procedures for dealing with:
 - Staff Discipline
 - Grievance
 - Capability
 - Re-deployment and Redundancy
 - Early Retirement
 - Pay
 - Staff Absence (including sickness and leave of absence)
 - Appointment of Teaching and Support Staff
 - Performance Management
 - Capability (Teaching and Support Staff)
 - Code of Conduct
 - Equal Opportunities

The Personnel Committee will make recommendations to the Academy Trust Board for its approval.

- Monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.

- Recommend to the Academy Trust Board staff selection procedures (ensuring that they conform with safer recruitment practice) and review these procedures as necessary.
- In consultation with staff, oversee any process leading to staff reductions.
- Establish the annual and longer-term salary budgets and other costs relating to personnel (for example – training).

2. Authority

The Personnel Committee is a sub-committee of the Academy Trust Board and is authorised to investigate any activity within its Terms of Reference or specifically delegated to it by the Academy Trust Board.

3. Membership

The Personnel Committee will comprise of:

- Mrs. Bev Worthington Trustee (Chair of the Committee)
- Mr. Peter Ingham Trustee
- Mr. Helgi Kristjánsson Trustee
- Mrs. Lisa Richards Trustee
- Mrs. Lorna Stafford Trustee
- Mrs. Julie Murphy Governance Professional to the Board of Trustees
- Mrs. Stephanie Bateman Headteacher (Accounting Officer) – Adviser to the Pay Committee, Staff Dismissal Committee and Staff Dismissal Appeal Committee
- Mr. Matthew Myers Business Manager (Chief Financial Officer) – Adviser to the Pay Committee

Personnel Committee meetings will be chaired by **Mrs. Bev Worthington** (in her absence – **Mr. Peter Ingham** will chair the meetings).

The Quorum is:

- Pay Committee **Three** (Chairperson and two additional Trustees)
- Staff Dismissal Committee **Three** (Vice Chairperson and two additional Trustees)
- Staff Dismissal Appeal Committee **Three** (Chairperson and two additional Trustees who have not sat on or had any prior involvement in the Staff Dismissal Committee meeting)

The Personnel Committee may ask any other officials of the Academy Trust Board or Senior Leadership Team members to attend meetings to assist it with its discussions on a particular matter.

4. Reporting

Formal minutes will be recorded of each meeting of the Personnel Committee. The Chairperson of the Personnel Committee will report to the Academy Board of Trustees on any discussions, recommendations and conclusions.

5. Objectives

The Personnel Committee will:

- Assist in the administering of the staffing requirements for the school both in the teaching and support staff areas.
- Approve procedures for the recruitment and appointment of staff.
- Consider applications from staff for secondments or leave of absence.
- Consider and recommend to the Academy Trust Board policies regarding early retirement and redundancy.
- Follow established procedures when advertising, selecting and appointing new members of staff.
- Make recommendations to the Building and Finance Committee on staffing needs to meet the requirements of the curriculum.
- Ensure that all staff receive appropriate training and access to professional development.
- Take due notice of the Safer Recruitment Policy.
- Review staff wellbeing.
- Review and agree staffing structure.
- **External and Internal Appointments/Promotion of Staff**
Before making any appointments, the Personnel Committee will consider any advice from the Headteacher (except in the case of their successor – the appointment of a new Headteacher).
 - Appointment of Headteacher – managed by the Board of Trustees.
 - Appointment of Deputy Headteacher – managed by the Board of Trustees (with the inclusion of the Headteacher).
 - Appointment of the Chief Financial Officer – managed by the Board of Trustees (with the inclusion of the Headteacher).

For the above three posts, appointments are to be made and approved by the full Board of Trustees on the same day as interviews (if practical), but in any event within a maximum period of 48 hours.

- Appointment of Assistant Headteacher to the Senior Leadership Team – delegated to the Headteacher – interview panel to include at least two Trustees.
- Appointment of Head of Department/Faculty – delegated to the Headteacher – interview panel to include at least one Trustee.
- Appointment of temporary/acting TLR postholders – delegated to the Headteacher.
- Appointment of temporary Teaching Staff (full or part time) - delegated to the Headteacher.
- Appointment of permanent Teaching Staff – delegated to the Headteacher.
- Appointment of Teaching Supply Staff – delegated to the Headteacher.
- Appointment of temporary Support Staff – delegated to the Headteacher.
- Appointment of permanent Support Staff – delegated to the Headteacher.

Advertising – staff other than Headteacher or Deputy Headteacher

- Unless the Board of Trustees decide to appoint to the vacancy a person already employed at the school, they must advertise the vacancy as they think fit.

Shortlisting

- A selection panel to shortlist candidates (other than Headteacher) will include the Headteacher.

Panel

- The panel must include at least one ‘**Safer Recruitment**’ trained Committee member.

6. Meetings

The Personnel Committee (Pay Committee) will meet **once** a year in December to receive the reports of:

- Incremental increases for support staff
- Appraisal and Threshold Applications and incremental increases for other teachers
- Deputy and Assistant Headteacher's Appraisal
- Headteacher's Appraisal
- Staffing Structure Review
- Pay Policy Review

The Chairperson of the Personnel Committee will convene additional meetings as deemed necessary.

For each meeting the members of the Personnel Committee will be provided (seven working days in advance) with an invitation to the meeting, an agenda and all relevant papers relating to the agenda items.

The Governance Professional to the Board of Trustees will record all of the proceedings at the meeting and the minutes will be circulated to all Personnel Committee members via the Governance Professional.