



Thames Ditton Infant School

TERMS OF REFERENCE 2025

Personnel Committee

The aim of the Personnel Committee is to ensure that the management of the school supports all staff and pupils to achieve high standards of attainment.

MEMBERSHIP

Membership of the Personnel Committee shall be no fewer than 4 governors. A member of the governing body is welcome to attend any committee meeting, but only members of the committee are entitled to vote. From time to time as the need arises, the Committee may invite advisors to attend meetings.

QUORUM

A minimum of 3 governors plus the Head teacher must be present for the committee to be quorate.

MEETINGS

Termly, unless otherwise agreed by members of the committee, and as necessary

TERMS OF REFERENCE

The Personnel Committee has delegated responsibility for the following areas:

- To regularly review the staffing structure ensuring the model is fit for purpose.
- To review, update and monitor implementation of policies pertaining to staff discipline, appraisal, recruitment and welfare.
- To support the school in preparing and reviewing job descriptions.
- To ensure statutory guidelines regarding the continuing professional development of all staff are adhered to at all times.
- To support the school in working with the Ember Learning Trust to identify ways of sharing best practice and extending opportunities for all staff to develop their skills and experience.

The Committee is empowered by the full Governing Body to:

- Appoint one member of the Personnel Committee as a representative on the Pay Committee.
- Recruit and appoint all staff, as necessary, including the Head Teacher and other Leadership roles
- Nominate from among their number, Governor(s) with the Head for the recruitment of staff as outlined in the Recruitment and Retention Policy.
- The Head will keep the chair of governors informed regarding support staff appointments and where necessary will involve the chair and personnel committee members.
- Monitor and review Staff Development and Welfare.

- Undertake an annual staff survey and provide opportunity for staff voice
- Ensure that the necessary arrangements are made for the implementation of the Appraising Teacher Performance Policy and where appropriate the Pay Policy of both teaching and non-teaching staff in the school.
- Determine any matters regarding grievance and discipline of staff in accordance with the procedures adopted by the Governing Body.
- Review policies as per monitoring schedule.

HOW THE COMMITTEE WILL FUNCTION

- The Personnel and Welfare Committee shall consist of a minimum of 4 Governors.
- A quorum shall be four and all decisions will be taken by a majority vote. In the case of deadlock, the Chairman will have a casting vote.
- The Committee will appoint a Chair who is not an employee at the school, annually.
- The Committee will meet at least once a term to discuss and determine matters pertaining to the school policies on personnel and wellbeing issues and submit these policies to the full Governing Body for approval.
- The chair of the committee (not an employee at the school) will set the agenda and circulate it at least 7 days prior to the meeting.
- The meetings will be minuted by the Clerk to the Governing Body or a member of the office team and circulated within two weeks of the meeting.
- Copies of reviewed and dated policies will be stored on the office data base and filed by the chair in the policy file in the office.
- The monitoring schedule will be updated as necessary by the clerk.
- The Committee will ensure that the Finance and Resources Committee is appraised of any financial implications before implementing any decision which will impinge on the budget.
- Members of the Personnel Committee will undertake relevant training a minimum of once a term
- The Committee will report on actions and decisions made to the full Governing Body.

PERSONNEL COMMITTEE POLICIES

- Appraising teaching performance pay
- Complaints procedure statement
- Disciplinary and capability procedure
- Early careers teacher induction policy
- Flexible working policy
- Grievance procedure
- Induction
- Pay policy
- Staff code of conduct

GOVERNING BODY

The Chairman of Personnel Committee will report on Strategic matters to the full Governing Body at each termly meeting.

The SEND Governor will join a SEND sub-committee along with the Chair of Curriculum and Data, the Chair of Safeguarding and Wellbeing and the Chair of Finance and Resources.

REVIEW

These terms of reference will be reviewed annually.

Review date: Autumn 2025

Next Review date: Autumn 2026

Advice given by Governors at this school is incidental to their professional expertise and is not given in their professional capacity.