

Terms of Reference for Personnel Committee (PERS) 2021/22 Ac/Yr

All (Management Committee) MC members will be referred to as governors

1: Name	Personnel Committee (PERS)
2: Membership	Chairs of other committees at least 3 governors from following: Maureen Sims - Chair of Governors/Chair of Finance Committee Judith Fisher – Vice Chair Harry James – Finance Chair Headteacher At least one member of committee should have Safer Recruitment training Clerk: Jill Hills or Governor
3: Appointment of members	Annually by MC
4: Officers	Chair and Clerk to be appointed at the first meeting of each Academic Year. If possible the Chair should not clerk the meetings.
5: Purpose	To advise and assist the MC and Headteacher HT on all personnel issues including Headteacher appointment and appraisal.
6: Quorum	3 governors
7: Voting rights	The committee will attempt to reach a consensus. If not they will refer matter to full MC. In the event of an emergency, decisions can be made by email; following full consultation of all committee members. Decisions must be reported to the next full MC.
8: Appeals	An employee is entitled to appeal against a formal decision taken by this committee. The appeal should be heard by a panel of three governors not previously involved in the matter and follow guidance from the relevant policy.
9: Frequency of meetings	At least twice academic year or when necessary. Any member of the committee may call additional meetings when required.
10: Reporting	Draft minutes will be sent to the Chair of the Committee for review as soon as possible and no later than 1 week after each meeting. They will then be sent to all committee members. Draft or approved minutes, together with any appropriate summary documentation, will be sent to the clerk of MC 2 weeks before the full MC. If this is not possible a verbal update of the committee's meeting will be given to the MC at that meeting. In some instances minutes may need to remain confidential to PERS committee.
11: Responsibilities	11.1 To assist the MC exercise its employer role collectively and in a way that respects the need for the strictest confidentiality in all personnel matters; such as those relating to individual members of staff; job applicants; conditions of employment; salaries; promotions; capability; grievance and disciplinary issues. 11.2 To adopt an Appraisal and Capability/Grievance and Disciplinary procedures and ensure that all Staff and Governors are aware of them.

Terms of Reference for Personnel Committee (PERS) 2021/22 Ac/Yr

	<p>11.3 To receive and respond to government guidelines regarding pay and conditions of service.</p> <p>11.4 To work with the Finance Committee and the Headteacher to produce the Pay Policy for the school, with the purpose of recommending adoption by the MC</p> <p>11.5 To agree the award of additional points of responsibility/management points to teachers on the recommendation/in collaboration with the Finance Committee</p> <p>11.6 In collaboration with the Finance Committee to ensure that teachers are informed, in writing, of the basis upon which their place on the existing pay spine has been determined.</p> <p>11.7 In collaboration with the Finance Committee to undertake salary reviews at any other time the MC directs that there is a need to do so.</p> <p>11.8 In collaboration with the Finance Committee to consider the salary appropriate for new posts within the school, in line with similar posts already in place.</p> <p>Following tasks can be delegated to the Headteacher (HT) except in the case of HT appraisal and appointment see item 12:</p> <p>11.9 To ensure that job and person specifications are maintained for all permanent and temporary posts, and that they reflect agreed organisational arrangements.</p> <p>11.10 To adhere to all current Safeguarding guidelines as regards recruitment and/or screening of all staff; permanent, temporary, full time, part time, teaching, non teaching, students or voluntary helpers - who interact with the young people in the daily life of the icollege.</p> <p>11.11 When vacancies arise, to review the organisational and recruitment options and determine an appropriate course of action involving restructuring and/or recruitment.</p> <p>11.12 To ensure that any recruitment procedure strikes a balance between being timely and cost effective, gives eligible persons the opportunity to apply; and complies not only with the law but also good personnel practice.</p> <p>11.13 Report management of vacancies to governors at relevant service sub committee meeting. If required governors can assist and advise the HT in the making of all appointments to teaching and other key posts.</p> <p>11.14 Ensure that agreed procedures and arrangements are identified and implemented for the regular appraisal of all staff and that these are reported to the MC via relevant service sub committee meeting.</p> <p>11.15 To annually review and organise the performance appraisal of the staff (HT's to be carried out by PERS committee) before 31st October. (HT's performance appraisal to be completed before the end of Term 2).</p> <p>11.16 To ensure that training provision is adequate to meet training and development needs identified through appraisal process - and that induction</p>
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Terms of Reference for Personnel Committee (PERS) 2021/22 Ac/Yr

	<p>and monitoring arrangements are in place for all newly appointed staff.</p> <p>11.17 To keep under review staff work/life balance, working conditions and well being.</p> <p>11.18 To report on % of Staff Absences to PERS committee at least twice a year.</p> <p>11.19 To make recommendations on personnel related expenditure to the Finance Committee.</p> <p>11.20 To monitor up to date information regarding pupil numbers and staffing requirements for the icollege service. If possible identify staff requirements for the coming academic year for inclusion and approval in budgets.</p> <p>11.21 To consider applications from staff for secondments or leave of absence</p> <p>11.22 To oversee the process leading to staff reductions.</p> <p>11.23 To draft and recommend for adoption, the procedures for dealing with discipline and grievances and ensure that some governors are kept unaware of some personnel issues to enable them to sit on an appeal panel if necessary.</p>
<p>12: HT Appointment Panel (HAP)</p>	<p>12.1 Membership: Between three and seven members of the MC . Non governors may be members of the selection panel and the panel must decide whether those persons have a vote.</p> <p>Chair and/or Vice Chair of MC to be member of this committee. At least one member of panel has to have undergone safer recruitment training.</p> <p>12.2 Appointment of members: By MC when required.</p> <p>12.3 Disqualification: The HT in headteacher appointments.</p> <p>12.4: Restrictions on persons taking part in proceedings: Staff and Staff Governors where they have a conflict of interest (e.g. when internal candidates are applying etc.)</p> <p>Any governor where there may be a conflict of interest i.e. may be related to a candidate or close friend etc</p> <p>12.5: Officers: Chair: Appointed by the appointment panel. Members of staff and registered pupils at the school cannot be a Chair of this committee.</p> <p>Clerk: The MC should appoint a clerk to the panel – it can be the same person who clerks the MC or it may a different person.</p> <p>12.6: Delegated Powers: All decisions made by this panel should be brought to the full MC for ratification.</p> <p>12.7: Function:</p> <ul style="list-style-type: none"> • To agree a job description and person specification and an advertisement for the post (the advertisement may not be necessary if

Terms of Reference for Personnel Committee (PERS) 2021/22 Ac/Yr

	<p>schools are closing and a new school is being created);</p> <ul style="list-style-type: none"> • To short-list suitable candidates in accordance with the job description and person specification and essential criteria; • To agree the format of the interview, tasks and questions to be used; • To interview selected candidates; • To seek professional advice from the Local Authority or others, as necessary; • To recommend to the full MC the appointment of the preferred candidate; • To attend relevant training as appropriate. <p>12.8: Quorum: 3 governors, one of whom should be Chair or Vice Chair of MC. All members of the panel should be available to attend the shortlisting meeting and the interview process.</p> <p>12.9: Frequency of meetings: The committee shall meet as required. Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the appointment process should be carefully safeguarded and kept confidential.</p> <p>12.10: Reporting back: To MC after each meeting under Part 2 regulations. There may be instances whereby minutes should not be circulated to all Governors e.g re HT if it relates to their application, appointment or appraisal.</p>
<p>13: Emergency Powers:</p>	<p>On all staffing and personnel matters where a failure to act promptly may be to the detriment of the icollege service or risk the well being of the young people, the Chair or Vice Chair of the MC, in conjunction with the HT and at least one other MC member may make decisions on behalf of the full MC.</p> <p>If the issue is one that may result in capability, grievance and disciplinary procedure against a member of staff and a possible appeal the matter must remain confidential with the relevant committee to allow for other members of the MC to sit on an appeal committee if necessary.</p> <p>The full MC is to be informed as soon as possible of the circumstances and actions taken.</p>
<p>14: Associated policies</p>	<p>MC Instrument of Government MC Standing Orders Appraisal Policy Anti Bullying Policy Child protection & Safeguarding Policy Disciplinary Policy Grievance and Capability Policy Pay Policy Redundancy Policy STPCD (School Teachers Pay and Conditions Document) Safer Recruitment Policy Whistleblowing Policy</p>

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	Any other relevant policies
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Approved by: Management Committee Date: 05.10.21	Review date: September 2022
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