

Personnel Committee

Terms of reference

Personnel

1. To draft and keep under review the staffing structure and skills profile in consultation with the Head-teacher, in relation to the School Development Plan
2. To review and implement the DOWAT Pay Policy for all categories of staff and to be responsible for its administration and review, including criteria relating to the use of discretionary elements for pay provision
3. To review the Recruitment Policy for all staff and recommend to the Full Governing Body staff selection procedures
4. To establish, monitor and review a Performance Management policy for all staff
5. Ensure compliance with DOWAT Policy for management of staff redundancies
6. To conduct annual staff wellbeing survey, keeping under review staff working conditions and wellbeing, including the monitoring of absence
7. To make recommendations on personnel related expenditure e.g. annual and long term salary budgets and training to the Finance and Personnel Committee
8. To consider any appeal against a decision on pay grading or pay awards
9. To undertake any formal consultations on personnel matters
10. To review and recommend for adoption by the Full Governing Body procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them
11. To form the Headteacher's Performance Review Group co-opting in members of other committees as required
12. To monitor at least once a term, progress on implementing the Personnel section of the School Development plan and that resource allocation is appropriate

Disqualification: Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

These terms of reference agreed by the governing body - 16/09/2019

Name of Governor	Role
Julia Pearce	Headteacher
Tim Shepherd	Foundation Governor
Ben Timms	Parent Governor
Karen O'Sullivan	Parent Governor

Chair of the Committee	Ben Timms
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Vice Chair of Committee	Karen O'Sullivan
Clerk to the committee	Rotational
Quorum	3 plus Headteacher
Date of next review	September 2020