

Terms of Reference

Statutory, Personnel & Performance Management Committee (Staff/ Headteacher)

Composition

A minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are Governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

Quorum

The quorum for the meeting of the committee shall not be less than half of the members.

Terms of Reference

Statutory Committee

1. To deal with staff dismissal appeals.
2. To deal with formal staff grievance procedures or hearings where these have not been resolved informally with the Headteacher.
3. To hear formal complaints, including curriculum, where these have not been resolved with the Headteacher.

When considering complaints the committee must:

- Dismiss the complaint in whole or part
 - Uphold the complaint in whole or part
 - Decide on the appropriate action to be taken to resolve the complaint
 - Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur
4. To deal with cases of fixed period pupil exclusion exceeding five days or permanent exclusion from the school.
 5. To deal with any appeals, hearings or procedures relating to admissions which have not been informally resolved with the Headteacher.



Personnel and Performance Management Committee

1. To draft and review and recommend for adoption the procedures/guidance for dealing with recruitment & selection, absence management & monitoring, staff discipline, grievances, redundancy and dismissal.
2. To draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body.
3. To review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.
4. To monitor and review the Headteacher's performance against targets, to set targets for the coming year and to make recommendations to the Governing Body with regard to the Headteacher's salary.
5. To review the performance management of the Teaching Staff and review the Teaching Staff's salary;

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

Appointment of Chair and Clerk

The appointment of the non-employee Chair/Clerk of the committee shall be determined by the full Governing Body and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Head or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

