

PERSONNEL & WELLBEING COMMITTEE - TERMS OF REFERENCE

The Personnel & Wellbeing Committee will focus on the quality of education provided by Linwood School as follows:

- Committee members to be fully acquainted with the provisions of legislation relevant to appointment, employment, competency procedures and dismissal of staff.
- Committee members to be fully acquainted with its responsibilities and, as a maintained school, how they interact with Local Authority responsibilities in respect of employment.
- Set and review the whole staffing structure in consultation with the Senior Leadership Team and ensure that the staff resource is appropriate to the needs of the school.
- Recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice and follow equalities legislation. Review these procedures as necessary.
- Assist with the interviewing and appointment of senior staff, from Assistant Headteacher upwards, as and when appropriate.
- Establish a Pay Policy for all categories of staff and be responsible for the administration and review of the Pay Policy.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Executive Headteacher.
- Make decisions on pay awards on behalf of the full Governing Board within the budget available.
- Ensure an annual review of staff salaries takes place and is made available to individual staff
- Administer and monitor disciplinary and grievance procedures in accordance with current policy. Annually review procedures for dealing with staff discipline and grievances, ensuring staff are kept informed, and make recommendations to the governing board for approval.
- Determine payments in regard to dismissal or early retirement of staff and, in consultation with staff, oversee any process leading to staff reductions.
- Make decisions regarding the suspension or removal of suspension of the executive headteacher, and also decisions regarding the dismissal of the executive headteacher.
- Establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- Have knowledge of policy, procedures and practice and take an overview of short and long term staff absence and staff turnover, and summarise this information as part of the committee's report to the Governing Board.
- To establish and publish annually an 'Equality information and objectives statement' and review equality objectives every four years.
- To establish, publish and review a compliments, concerns and complaints procedure.

Linwood School Governing Board

- To designate a 'responsible person' for looked after children. To establish and review annually a safeguarding /child protection policy and relevant procedures.
- Report to the Full Governing Board detailing the activities and outcomes of the committee's work.

Committee Members

M Vowles (chair)

J Clarke

C Purdy

G Talbot

L Yuratich

W Perry, HR Manager (co-opted)

Constitutional requirements

Ex-officio Member: - Headteacher Governor

Power to co-opt

Meeting once a term

Three Governors in attendance to make a quorum

Report to Full Governing Board once a year

Draft Aug 2021