



**WOODFORD COUNTY HIGH SCHOOL  
GOVERNORS' PERSONNEL SUBCOMMITTEE  
TERMS OF REFERENCE**

**Statutory Committee:** 4 Governors and the Headteacher  
(Membership 2018-2019: SB/MA-A/PW/HT)

**Meetings:** Three meetings per year (1 per term) and such other meetings as the Chair may call

**Named Clerk:** Karen Mount

**Staffing**

1. To ensure that a clear structure exists for the appointment of staff ensuring adherence to the legal requirements as laid down by the Local Authority or DfE and following Safer Recruitment advice.
2. To review annually the staffing structure for the school.
3. To consider, when necessary, proposals from the Headteacher for any amendments to the staffing establishment of the school or any necessary reorganisation of personnel.
4. To ensure an equal opportunities policy is followed in all matters relating to the staff.
5. To monitor arrangements for the Continuing Professional Development (CPD) of staff.
6. To advise as requested by the Headteacher on exceptional staffing requests (e.g. prolonged leave of absence)
7. To review, periodically, the responsibilities of Leadership Team members

**Leadership Team Appointments**

8. To be responsible for the appointment of the Headteacher
9. To oversee all appointments to the Leadership Team

**Appraisal**

10. To monitor appraisal arrangements and to ensure performance management for all staff is carried out annually.
11. To consider recommendations from the Headteacher for all pay decisions (except her own) including recommendations for all staff subject to Performance Related Pay arrangements and taking account of appraisal outcomes and appraisal report recommendations.
12. To receive from the Headteacher an annual report on the performance of the Leadership Team

**Head teacher Performance Management**

Three named governors (CJ/SB/PW) will be responsible for the annual appraisal of the Headteacher (reviewing performance and agreeing targets) and to contract appropriate external consultancy support for this purpose.

**Salaries and Pay**

13. To establish, as required, by the Teachers' Pay and Conditions regulations, and within the scope of the Pay Policy, the level of TLR payments in the school.
14. To deal with any matters relating to salaries referred to the Governing Body.

## Appeals

15. To hear an appeal by an employee against any disciplinary action taken against him or her.

## 16. LBR Example Terms of Reference for the Pay committee (or other name if chosen)

It was agreed at the Personnel Committee Meeting on 23 September 2013, that these should be included as an appendix to the Woodford County High School Personnel Committee Terms of Reference

## Regular Tasks

<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<ul style="list-style-type: none"> <li>• Appoint a Chair</li> <li>• Functions &amp; Terms of Reference</li> <li>• Staffing structure</li> <li>• Single Central Register</li> <li>• School Teacher's Pay &amp; Conditions Document (STPCD)</li> <li>• Agree TLR3 projects for this year</li> <li>• Threshold and post-threshold applications (Nov)</li> <li>• Headteacher Appraisal (Nov)</li> <li>• Senior Leadership Team Appraisals (Nov)</li> <li>• Policy reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Performance Related Pay and Appeals procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing for next academic year</li> <li>• Agree TLR 3 scheme for next academic year</li> <li>• Staff INSET / CPD Report</li> <li>• Membership for next academic year</li> <li>• Meeting dates f next academic year</li> <li>• Policy reviews</li> </ul>

## Policies: To Review / Recommend for approval

<b>Autumn Term</b>	<b>Spring Term</b>
<b>SP.02.04</b> Appraisal and Capability: Teaching Staff <b>SP.02.07</b> Appraisal and Capability: Support Staff <b>SP.02.10</b> Allegations of Abuse against Staff <b>SP.02.11</b> Staff code of Conduct <b>SP.06.01</b> Cover <b>SP.02.06</b> Disciplinary and Grievance <b>SP.08.03</b> Sickness and Absence Induction DBS Teachers Pay Policy (annually)	
<b>Summer term</b>	<b>Procedural notes for consideration</b>
<b>SP.02.07</b> Performance Management - Support Staff <b>SP.02.08</b> Staff leave Guidelines <b>SP.05.07</b> Complaints Procedures	

**Approved by the Governing Board:**

8<sup>th</sup> October 2019

**Next Review Date:**

Autumn 2020