



PERSONNEL AND STANDARDS COMMITTEE - TERMS OF REFERENCE (TORs) FOR ACADEMIC YEAR (AY) 2016-17

1. **Composition.** Membership of the Committee is to consist of:
 - a. The Head Teacher and a minimum of 5 other Governors (including, wherever possible, the Staff Governor); NB. to be quorate, a minimum of 3 Governors (in addition to the Head Teacher) must be present at each Committee meeting.
 - b. Non-teaching Governors will be elected by the Committee during its first meeting of each AY to act as Chair and Vice-Chair.
 - c. Other School staff and members of other committees may be co-opted as advisers to the Committee, as required.

2. **TORs.** Working on behalf of, and routinely reporting to, the School's Governing Body, the Committee is to:
 - a. Support implementation of the National Curriculum, the School Mission Statement, Curriculum Aims and Local Education Authority policies/guidelines to satisfy the needs of all pupils attending the School.
 - b. Promote and support Curriculum initiatives in accordance with the School's Improvement Plan and Mission Statement.
 - c. Maintain regular oversight of pupil assessment arrangements and reporting.
 - d. Maintain regular oversight of the School's personnel¹ policies and processes such as: disciplinary codes; grievance procedure; capability procedure; performance management; equality and diversity; and Health and Safety.
 - e. Support the Head Teacher in the appointment of all teaching posts.
 - f. Authorise the Head Teacher to use personal discretion in the appointment of all non-teaching posts.
 - g. Promote links with the local community.
 - h. Liaise with the Budgets & Premises Committee to ensure coherence across all areas of mutual interest or concern, eg Health & Safety.

¹ For the purposes of this document, 'personnel' refers to Governors, staff, parents, pupils and any person working within the School grounds.

3. **Working Practices.** To fulfill its TORs, the Committee is to:
- a. Meet at least once during each of the School's 3 'long' terms, ie autumn, winter and spring/summer.
 - b. Follow the same basic procedural arrangements as the School's Governing Body, viz:
 - (1) The Clerk is to draft an agenda for each Committee meeting for subsequent joint approval by the Chair and the Head Teacher prior to circulation in its final form to Committee members and, where appropriate, any others invited to attend proceedings.
 - (2) The Clerk is to compile formal minutes of each meeting for subsequent vetting by the Head Teacher prior to circulation in draft form to all Committee members for comment.
 - (3) After reconciliation of any comments from Committee members, the Clerk is to circulate a final version of each set of minutes for formal approval at each subsequent meeting prior to signature by the Chair.
 - (4) Where necessary, the Chair will have a casting vote.
4. **Review.** As a minimum, the Committee is to review these TORs during its first meeting of each AY.