



DE LA SALLE GOVERNORS' PERSONNEL COMMITTEE

TERMS OF REFERENCE

1 **Members**

S Bird Br T Collins C Morris J Toal
MT Brown S Jameson T Sims

2 **Membership**

- 2.1 The committee shall consist of not less than three Governors.
- 2.2 The committee shall have such co-opted non-voting members as is thought appropriate.

3 **Election of Chair and Vice Chair**

The committee shall elect a chair and vice chair at its first meeting of the academic year.

4 **Quorum**

The quorum shall be two Governors.

5 **Meetings**

The committee shall meet at least termly.

6 **Minutes**

The minutes shall be taken by the Clerk to the Governing Body or an appropriate alternative.

7 **Review of Terms of Reference**

The Terms of Reference shall be reviewed annually by the full Governing Body.

8 **Terms of Reference**

- 8.1 To undertake the selection, recruitment and appointment of staff below Deputy Head Teacher level.
- 8.2 To determine the staffing structure of the school at least annually in relation to the School's Development Plans.
- 8.3 To draw up for approval by the Governing Body all policy documents relating to Personnel issues and to keep them under regular review
- 8.4 To monitor staff absences in line with any sickness/attendance procedures adopted by the Governing Body.
- 8.5 To consider and make decisions relating to staff leave of absence with or without pay.
- 8.6 To review and monitor the implementation of the School's Performance Management Policy.
- 8.7 To monitor Continuous Professional Development (CPD).
- 8.8 To consider and make decisions that could result in a disciplinary sanction/action against an employee,
- 8.9 To consider and make decisions relating to the compulsory redundancy of any employees in line with the School's redundancy policy as necessary, taking into account any statutory and LA guidance.
- 8.10 To consider and make decisions that could result in the termination of employment of any employee on the grounds of performance capability.
- 8.11 To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health or incapacity.

- 8.12 To receive reports from Committees which deal with staff related matters.
- 8.13 To undertake the responsibilities of the Governing Body in respect of newly qualified teachers / probationary teachers.

9 Administrative Responsibilities

- 9.1 To ensure there are effective Clerking arrangements in place for the Committee.
- 9.2 To submit minutes to the full Governing Body.