

BASSINGBOURN COMMUNITY PRIMARY SCHOOL



PERSONNEL AND COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

1. SCOPE

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitutions and membership of the Committee.

2. MEMBERSHIP

2.1 The Committee shall consist of a minimum of five governors, including the headteacher (or his/her representative), other teaching / non teaching staff, and additional Associate members as appropriate.

2.2 Where the headteacher is not a member of the Committee, they retain the right to attend such Committee meetings.

2.3 The Committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the Committee.

2.4 Associate members may be members of the Committee, but the majority of committee members shall be governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the governing body. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline.

2.5 Other members of the governing body, and individuals invited to attend for a specific contribution / sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.

2.6 Only full members of the Committee, as approved by the governing body, shall have the right to vote on any resolution placed before the Committee.

3. QUORUM

- 3.1 The quorum of the Committee shall be 50% or at least three governors who are members of the Committee (based on half and rounded up).

4. MEETINGS

- 4.1 The Committee shall meet at least termly, or more frequently as may be required from time to time.
- 4.2 Frequency and dates for Committee meetings will be considered at the beginning of each school year / term as part of the annual / termly cycle of full governing body and committee meetings, to ensure that a schedule exists for the academic year/ term.
- 4.3 Members of the Committee are entitled to seven days notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) needs urgent attention.

5. CLERKING

- 5.1 The governing body shall appoint a Clerk to the Committee. This must not be the headteacher, but Committee members may act as Clerk in the absence of a formally appointed Clerk.
- 5.2 The appointed Clerk to the Committee has a right to attend meetings of the Committee.

6. CHAIRMANSHIP

- 6.1 The Chair of the Committee shall be elected annually by the Committee, at the first Committee meeting of the Autumn term.
- 6.2 If the Chair is absent from a meeting, a governor may be elected to take the Chair for the duration of that meeting.

7. STANDING ORDERS

- 7.1 All Committee meetings must have a written agenda, and be recorded in a minutes format. Such minutes must be signed off by the Chair of the Committee as an accurate record of proceedings, once such minutes have been agreed by members of the Committee.
- 7.2 Members of the Committee are entitled to receive an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered.
- 7.3 Where possible, these will be distributed at least seven days before a Committee meeting.

- 7.4 A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.
- 7.5 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
- 7.6 A report of proceedings of meetings (or alternatively minutes) of the Committee shall be emailed or otherwise circulated with the papers of the next meeting of the full governing body.

8. TERMS OF REFERENCE

The Committee will have delegated powers from the governing body to:

- a) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LEA, the governing body, the staff and their unions/professional associations),
- b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,
- c) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
- d) establish and regularly review personnel policies and procedures, in particular the following:

Performance Management	Lack of Capability
Disciplinary Procedure - Misconduct	Leave of Absence
Disciplinary Rules	Personal Information
Equal Opportunities - Staff	Physical Intervention
Grievance Procedure	Redundancy
Harassment	Recruitment and Selection
Health and Safety	Whole School Pay Policy
- e) report to the full governing body on all staff matters which relate to conditions of service.
- f) advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- g) determine and monitor the appointments procedure on behalf of the governing body.

- h) set and monitor a training strategy each year to ensure that adequate teaching staff training and governor training is taking place.
- i) delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
- j) ensure that governors on the Personnel and Communications Committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- k) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- l) comply with the performance management regulations for teachers.
- m) form a salary appeals committee when required
- n) report to the full governing body at each of its meetings

9. DECLARATION OF INTERESTS

- 9.1 Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting.
- 9.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

10. POLICY APPROVAL AND REVIEW

Author :	Michelle Finn
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Reviewed :	September 2006
Review Body :	Personnel & Communications Committee
Next Review Due :	September 2007