

Personnel and Complaints Committee

Timing of Meeting and Reporting Arrangements

The committee meets when required and the minutes of that Committee are submitted to the next available meeting of the Governing Body for approval:-.

- Membership:**
- Chair
 - Headteacher:
 - 3 Governors:
- Quorum:**
- 3 governors, but if this is not reasonably practicable, 2(subject to the agreement of all parties to the complaint)
- Clerking:**
- School Secretary

TERMS OF REFERENCE:

Complaints

- 1.1.1 to consider complaints from parents and members of the public in accordance with the Complaints Procedure of the Governing Body

Personnel

- 1.1.2 together with the headteacher determine the staffing structure (teaching and non- teaching) based on the School Development Plan and affordability within the school's delegated budget allocation for subsequent approval by the Governing Body
- 1.1.3 to advise the full Governing Body on such policies and procedures
- 1.1.4 to draft such policies and procedures (or adapt models/samples provided by the LA) and to present them to the full Governing Body for consideration and approval;
- 1.1.5 to review the Governing Body's pay policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the school's development plan; to consult the Resources Committee as part of this process; and to present any proposed changes to the policy and/or staffing establishment and structure to the full Governing Body, for consideration and approval
- 1.1.6 to review all other personnel policies and procedures on a regular basis (and at other times as appropriate) and report its conclusions to the full Governing Body.

1.2 Implementation of personnel policies and procedures

Rather than establishing a separate Personnel Implementation Committee, the Governing Body allocates the responsibilities of a Personnel Implementation Committee to the Personnel Committee.

However, as decisions on these matters are subject to appeal by staff, only 3 or at most 4 governors should be involved in making them, so that there are sufficient “untainted” governors to consider any appeal.

TERMS OF REFERENCE:

1.2.1 to carry out the Governing Body’s responsibilities in implementing its policies and procedures for determining staff pay (including the annual review of teachers’ salaries each September), considering cases of staff discipline or grievance and determining that staff should cease to work at the school.

1.3 Personnel Appeals Committee

The LA expects all governing bodies to set up a Personnel Appeals Committee.

- Membership:**
- 3 governors (plus one reserve) who are not members of the Personnel Implementation Committee
 - The Headteacher is entitled to attend all committee meetings as a non-member and should normally be invited to provide advice
 - The Headteacher cannot be a member of the Committee, by law, when it is considering whether to determine that staff should cease to work at the school (Education [School Government] Regulations, Regulation 47 (4)), although he/she should be invited to attend the meeting as a non-member to provide advice

- Quorum:**
- at least equal in size to the committee which made the decision against which the appeal is being made

- Clerking:**
- If the Committee is considering whether a member of staff should cease to work at the school, no member of the governing body or the headteacher may act as clerk.

If Human Resources (HR) are advising the Committee, an LA HR Officer normally acts as clerk.

TERMS OF REFERENCE:

1.3.1 to hear appeals from members of staff against decisions made by the Personnel Implementation Committee.