



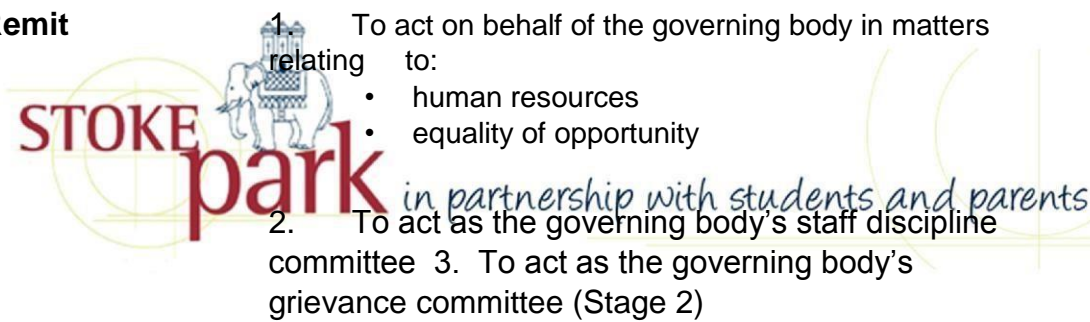
Stoke Park School Governing Body

Personnel Sub-Committee

Terms of Reference

Membership	Governors	Mr Ian Dunn Mrs Bobbie Kelly - Chair Mr Steve McFadden Mrs Sue Jones
Quorum		Minimum of 3 Governors
Chair		Mrs Bobbie Kelly (The Chair will be elected by voting members of the Committee at the first meeting of each school year)
Meetings		Termly, as required. Meetings will be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher

Remit

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1. To act on behalf of the governing body in matters relating to:
 - human resources
 - equality of opportunity
 2. To act as the governing body's staff discipline committee
 3. To act as the governing body's grievance committee (Stage 2)

The Remit of the Personnel Sub-Committee in detail

Human Resources and Equality of Opportunity

Delegated Powers

To act on behalf of the governing body on:

- The staffing establishment and structure, based on the Headteacher's recommendations, the school development plan and resources available
- Ensuring any recruitment practices comply with safer recruitment requirements
- Actions following personnel advice provided by the City Council and set down in the Personnel Handbook
- Implementing procedures for the management of change and staff issues
- The school's compliance with statutory obligations regarding employees
- Consultation procedures with recognised trades unions
- A whole school pay policy (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria (including the Headteacher and Leadership Group), discretionary elements, annual reviews, equal opportunities and conditions of service
- To receive an annual report on the performance management processes within the school

Staff Discipline and Grievance Committees

Delegated Powers

To act as the governing body's staff discipline/dismissal committee (the committee will consist of 3 Governors)

STOKE park *in partnership with students and parents*

The dismissal of a member of staff. (The committee will consist of three governors for this purpose.)

- Any other decision concerning an individual member of staff, which is the responsibility of the Governing Body and against which the member of staff has a right of appeal (the committee will consist of 3 Governors)

To act as a first committee in dealing with a grievance of a member of the school staff (Stage 2).

Other Responsibilities

To consider and make recommendations to the governing body on :

- Procedures for dealing with the management of change, including redundancy and redeployment
- Procedures for dealing with staff issues, including grievance, capability, suspension, discipline, dismissal and redundancy
- A leave of absence policy, including delegation for the Chair or Headteacher
- To ensure that the performance management review of the Headteacher is undertaken by the performance management governors.