

Terms of Reference for

Personnel Committee

PERSONNEL COMMITTEE

* In consultation with the Headteacher, to determine the staffing structure of the school.
* To oversee the appointment procedure for all staff.
* To consider recommendations on staff salaries made by the Headteacher and to make appropriate recommendations to the Finance committee
* To review, adopt and monitor a policy statement on staff consultation and to undertake any formal consultations.
* In consultation with staff, to oversee any process leading to staff reductions.
* To review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
* To act as “first committee” for formal disciplinary or complaints hearings.
* To review, adopt and monitor a Pay Policy.
* To review, adopt and monitor a Performance Management policy.
* To review, adopt and monitor the Race Equality and Equal Opportunities policies
* To review and adopt the Allegation of Abuse Against School staff policy