

## **TANKERSLEY ST PETER'S C.E. (AIDED) PRIMARY SCHOOL**

### **PERSONNEL AND CURRICULUM COMMITTEE**

#### **CONSTITUTION**

1. The Committee shall consist of 5 of the Governors appointed at the Autumn Term Meeting of the Full Governing Body.
2. The Chairperson and of the Committee shall be elected at the Autumn Term meeting of the committee.
3. A quorum shall consist of 3 members of the Committee.
4. The Committee shall appoint a clerk who will ensure that a minimum of 7 clear days notice of a meeting is given in writing to each Committee member along with the agenda and that the minutes and decisions of the Committee are recorded and made available for inclusion in the agenda papers of the next committee meeting and Governing Body meeting. In certain situations, an emergency meeting may need to be called.
5. The Committee shall meet at least once every term or more frequently by resolution of the Committee or Governing Body. The Chairperson of the Committee shall have the power to call additional meetings as necessary.
6. The Committee is authorised to make decisions on behalf of the Governing Body only in respect of those powers specifically delegated within the Terms of Reference or by resolution of a meeting of the Governing Body at which at least two thirds of the current members are present.

#### **TERMS OF REFERENCE**

1. To be responsible for the recruitment, selection and appointment of all staff with the exception of the Head Teacher and Deputy.
2. To implement the relevant personnel procedures and policies as laid down by the Governing Body policy – ill health, capability, staff grievance.
3. To implement the safeguarding procedures in line with the schools' safeguarding policies.

4. Decisions on staff pay, excluding the pay of the Head Teacher

To undertake the annual Performance Management of the Head Teacher

To set and review teachers' salaries annually taking into account the results of Performance Management Reviews, and notify in writing.

5. To determine the salary of a teacher when recruiting to a post.
6. To monitor staffing levels and give relevant information and forecasts of budget requirements to the Finance and General Purpose Committee at the appropriate time each year.
7. To aid preparation of relevant reports for the Governing Body, including input into the School's Development Plan.

8. To facilitate and encourage staff development.
9. To act as the Complaints Committee and hear representations from complainants.

Note: Appointment of Head Teacher and Deputy Head Teacher

A Selection Panel will be appointed from the Full Governing Body for the selection of the Head Teacher and Deputy Head Teacher and will conduct the recruitment and selection process including salary range and recommend an appropriate candidate in each case to the full Governing Body for appointment.

### **TERMS OF REFERENCE**

- 1 Teaching and Learning
  - To maintain an overview of the quality and range of the teaching and learning in school.
  - To identify and build on the range of curriculum expertise amongst staff.
  - To have a clear understanding of staff development priorities and their impact on teaching and learning.
  - To maintain an overview of standards of attainment and achievement across the school.
- 2 Development and curriculum policies
  - To conduct regular reviews of curriculum policies.
  - To commission and receive regular updates on review and development policies.
  - To commission and receive reports on the implementation and impact of curriculum policies.
- 3 The implementation of National Initiatives
  - To commission and receive reports on the implementation of National Initiatives.
- 4 School Development Plan
  - Contribute to the preparation of the School Development Plan.