

**Hayesfield School  
Personnel (Leadership and Management) Committee  
Terms of Reference: 2010**

**Purpose and Scope**

The purpose of this Committee is to discharge leadership and management responsibilities and functions delegated to it by the Governing Body.

**Responsibilities**

- To ensure that the staffing structure is reviewed annually in consultation with the Head teacher and the Site and Resources Committee, for approval of the Full Governing Body.
- To see that salary policies are drafted for all categories of staff for approval of the Full Governing Body, and to be responsible for the administration and review of these policies.
- To oversee the appointment procedure for all staff
- To make, in consultation with the head teacher, recommendations to the Governing Body in respect of the annual performance review of the deputy head teachers and other staff.
- To ensure that recommendations regarding work life balance for staff are being adopted at all levels in the school
- To monitor staff absence, staff turnover and recruitment
- To monitor and review the staff development policy and all aspects of performance management
- To monitor and review the School's Conditions of Service and Contracts of Employment
- To plan Shadow Staffing Structure in line with Whole School Development.
- To provide members of the Committee with all policies and procedures relevant to the terms of reference.
- To monitor and participate in pre-capability support and guidance.
- To ensure that national and local practice and procedure with regard to staff restructuring are followed.

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Date terms of reference agreed by the Personnel Committee:

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Date terms of reference Agreed by the Full Governing Body:

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**Membership:** Any Governor appointed by the Full Governing Body.

In addition any Governor is welcome to attend this Committee as an observer.

**Quorum:** The quorum for this Committee shall be any four Governors of which at least two will be non-staff Governors

**Chair of committee:** John Ashley

Last Reviewed: November 2010

Next Review: September 2011