



Wincheap Foundation Primary School

Pupil & Personnel Committee Terms of Reference 2023-24

Day-to-day management of the staff and the school remains the responsibility of the Headteacher.

The responsibilities of the Committee are:

1. To contribute to the school's improvement plans by making recommendations in consultation with the Head teacher on staffing issues.
2. To review annually staff salaries in accordance with statutory regulations and within the budget prescribed by the Finance and Premises committee.
3. To keep under review all matters relating to Performance Management and Pay policies and Equality information, and make pay recommendations to the Finance and Premises Committee.
4. To ensure the Governing Body adopts procedures for dealing with Grievance, Discipline and Management of Sickness Absence.
5. To ensure Performance Management procedures are properly implemented.
6. To ensure staff attend such training courses as are necessary for personal development and to satisfy the needs of the school.
7. To receive reports from nominated Governors on the Headteacher's agreed objectives against which a pay review will be conducted.
8. To keep up-to-date with the school's arrangements and policies for safeguarding children and pupil welfare.
9. To contribute to the pupil and personnel component of the School Improvement Plan or post-Ofsted Action Plan, and to monitor its implementation.
10. To attend or commission appropriate governor training.
11. To report to the full governing body at each of its meetings.

Delegation

The Pupil and Personnel Committee have full delegated powers but the salary review of

the Headteacher must be ratified by the full Governing Body.

Appointments to the teaching and non-teaching staff are delegated to the Headteacher in consultation with the Chair of Governors.

As and when it becomes necessary to make Headteacher and Deputy/Assistant Head teacher appointments, the Governing Body will elect a selection panel and comply with statutory requirements.

Terms of Reference of the Pupil and Personnel Committee were agreed by the Committee: September 2023

Review date: September 2024

Committee Members 2023-24

Kirsty Horsey (Chair)

Alison Cogger

David Gould

Nicola Dawson (HT)

Philippa Pickford

Erica Kokle

Mark Edwards

Stephen Carter