



## PERSONNEL (HR) GOVERNANCE REMIT 2016-2017

- To be responsible for the Human Resources management and to keep under review the overall Human Resource strategy on personnel and employee relations matters in the best interests of the school as delegated by the Trust Board through the Scheme of Delegation
- To ensure that statutory responsibilities as an employer within the remit of this committee are met through the creation, implementation and monitoring of relevant policies
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school
- To ensure that the Trust's Performance Management Policy is implemented for all staff with the exception of the Headteacher which is the responsibility of the Trust Board
- To ensure that the Pay Policy is implemented for all categories of staff
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary
- In consultation with the Trust Board, to oversee any process leading to staff reductions
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training
- To receive reports on staff absence and monitor the implementation of the Attendance Management Policy
- To monitor and evaluate the impact of continuing professional development on improving staff performance

### MEMBERSHIP

- The membership will be open to all governors who volunteer to serve on this committee. However due to the nature of the committee it is recommended that members of staff do not serve.
- Members of the Personnel Committee will be eligible to serve on the Appointments panel for recruitment (provided they have passed the **Ofsted recognised Safer recruitment training**) and any Appeal committee for discipline and grievance. The Chair of Governors, Chair of Personnel and one other personnel governor will comprise the Pay Committee.
- The Chief Executive Group Academy Principal (The Dean Trust), Headteacher and Chairman of Governors will be ex-officio members of the committee.
- The Committee will elect a Chairman and Vice Chairman from their Membership at the first meeting of each academic year.

### QUORUM

The quorum necessary for a decision to be taken by the Personnel Committee shall be three (3) voting members of governors.

### MEETINGS

- At least one meeting per term will be held in advance of the termly full Governors meeting.
- Members shall receive 7 days' written notice prior to any meetings together with an agenda.
- Verbal or written reports will be agreed by the governance and professional lead and tabled at the next full Governors meeting



## **FUNCTIONS**

In all functions to recognise that the staff, both teaching and support are the key resource of the School. To ensure that all staff employed are valued and that in all respects the work environment plus personnel policies and practices of the school are conducive to the effective performance and realisation of the full potential of all staff to the mutual benefit of the individual and school.

To consider and recommend to the full governors for approval and to keep under review an overall Human Resource Strategy for the school on personnel and employee relations matters as they affect the school.

1. Decisions taken by the committee must be consistent with priorities identified within the School Improvement Plan.
2. Be in accord with the Equality Act 2010 and Employment Law; and ensure that guidelines for Keeping Children Safe in Education are followed.
3. Have due regard to any budgetary constraints.

## **DELEGATIONS**

The responsibility for the day-to-day administration and monitoring of personnel and employee relations will be delegated to the Chief Executive Group Academy Principal and the Headteacher in line with policies set by the Governing Body and Trust Board.

Any decisions made or actions taken by the Chief Executive Group Academy Principal or Headteacher must be reported to the Personnel Committee and noted within its minutes.

## **POLICIES**

The following policies sit under the remit of this committee as delegated by the Trust Board:

- Acceptable Use Policy - Staff
- Alcohol and Drugs Policy
- Attendance Management policy
- Continuous Professional Development
- Flexible Working Policy
- Leave of Absence Policy
- Probationary policy
- Safer Recruitment policy
- Social Media Policy
- Staff Disciplinary Procedures
- Staff Grievance Procedures