

MAGDALEN COLLEGE SCHOOL

GOVERNORS' PERSONNEL COMMITTEE Terms of Reference

Membership

Membership of the Committee shall be determined by the Governing Body.

Quorum

The quorum shall be three non-staff governors. Any meeting which is not quorate must be abandoned and must be reconvened to address the outstanding agenda.

Meetings

The Committee shall meet at least once a term and otherwise as required.

Policies

The policies as listed in the Committee Policy List are the responsibility of the Committee.

Areas of Committee responsibility:

- 1. To hold senior staff to account for the of Planning, Management, Performance and Outcomes in relation to:**
 - The development of annual staffing and structure plans, risk assessment and assumptions to support the School Improvement Plan and pupil growth.
 - Implications and actions taken on staffing resulting from communications by Central Government and the local authority.
 - The regular analysis, review and reporting of the Staff morale, sickness and absence, vacancies, training and development, proposed promotions and re-gradings, appointments and dismissals.
 - Implementation of the policy for appraising performance for all staff annually.
 - Determination of the pay of the Headteacher through annual appraisal carried out by the Chair or Vice Chair of Governors.
- 2. To provide regular reports and recommendations to the Governing Body and ensure all Governors are kept informed of the Committee Activities.**
- 3. Review regularly and recommend to the Governing Body all Policies which are the responsibility of this Committee and to validate adherence from time to time. To provide a subcommittee or panel of appropriate size when needed to execute governor responsibilities in connection with these policies.**
- 4. Reporting**

The Chair of the Committee shall provide minutes of the Committee to the Governing Body after each meeting.

Reviewed by committee: 15 November 2021

Adopted by FGB: 7 December 2021

Terms of Reference to be reviewed annually.