



## STAMFORD PARK PRIMARY SCHOOL

### PERSONNEL AND GENERAL PURPOSES COMMITTEE

The Personnel and General Purposes Committee: terms of reference to be approved by the full governing body.

#### 1. Membership

- The membership of the committee will be at least four governors.
- The Headteacher will be an automatic member (where the head is a governor.)
- The committee will elect from their number a Chair at the first meeting of each academic year, an employee of the school cannot serve as Chair.

#### 2. Name of Clerk:

- The governing body must appoint a clerk to each committee who must not be the Head teacher of the school. The Governing Body can appoint a governor to clerk. Whether they are a member of that committee, with voting rights is up to the Governing Body to decide. The Governing Body can also appoint a trained paid clerk or volunteer.
- The appointed clerk is Mrs Christine Higgins (School Business Manager) who is not a member of the Personnel & General Purposes Committee and does not have voting rights.

#### 3. Quorum:

- The quorum shall be three members of the committee of which the headteacher shall be one.

#### 4. Meetings:

- Meetings will be held during term time as required to carry out the functions of the committee. One week's notice of the agenda must be given by the chairman of the committee when convening a meeting other than in such cases when more urgent time scales may be necessary. The chairman will be responsible for calling the meetings as advised by the headteacher.
- Where there is a need for urgent recruitment action, the Chairman will have delegated authority to take any necessary action together with the Headteacher.

#### 5. Functions of the Personnel and General Purposes Committee:

- The aims of the Personnel and General Purposes Committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.
- Decisions taken by the committee must:
  - ❖ Be consistent with and seek to achieve the priorities identified within the School Development Plan;
  - ❖ Accord with the Governing Body's Equal Opportunities Policy and Equal Opportunities Legislation;

❖ Have regard to any budgetary constraints.

- The committee will have delegated powers for making arrangements for the recruitment and selection of staff, other than the appointment of the headteacher and the deputy headteacher. The recruitment and selection of the headteacher or the deputy headteacher must be carried out by a selection panel chosen by the full governing body and the full governing body must approve the candidate recommended for appointment by that selection panel.
- The personnel committee will be responsible for drafting the Governing Body's Discipline and Grievance Procedures and for their subsequent implementation and review.
- Should it be necessary for the Governing Body to consider the reduction of the staffing establishment at the school, by whatever means, the Personnel and General Purposes Committee will carry out any initial investigation with the Headteacher and submit their recommendations for the Governing Body to consider. The Personnel and General Purposes Committee will subsequently make arrangements for an agreed group of Governors to carry out the necessary consultations with the LA and recognised Trade Unions on behalf of the Governing Body.
- In their roles as General Purposes Committee, this group may undertake any other miscellaneous duties at the request of the full Governing Body.

#### **6. Reporting arrangements:**

- Any decisions made or action taken by the Personnel and General Purposes Committee shall be minuted and reported to the next meeting of the Governing Body.