



PERSONNEL, PERFORMANCE AND STRATEGY COMMITTEE TERMS OF REFERENCE

1. The Purposes of the PP&S Committee

- The PP&S Committee shall have oversight, in the main, of: whole-school performance and structure, examples of which are: academic performance, financial performance, pupil performance and staff performance.
- The PP&S Committee have oversight of the implementation of personnel policy and management.
- The PP&S Committee shall monitor the Head's progress in working towards her/his targets as set by the Head's Performance Review Committee in conjunction with the LSIP.
- The PP&S Committee shall give advice, and if necessary authorisation, to the Head on issues that require quick decisions and shall report subsequent actions to the next Sub-Committee or Full Governing Body Meeting as appropriate within the overall terms of Reference as approved by the Full Governing Body.
- The PP&S Committee is envisaged to be the primary contact point between the Governing Body and future OFSTED inspections.
- The agenda of each PP&S meeting will be reviewed and tailored to meet the current priorities of the school

2. Proposed Terms of Reference

General

- The name of the Committee shall be the Governor Personnel, Performance and Strategy Committee hereinafter known as the PP&S Committee.
- The PP&S Committee is a Sub-committee of the Governing Body.
- The PP&S Committee shall comprise for 2019/2020: the previous Chairs of the Governors' Sub-committees (currently Admissions and Pastoral, Curriculum, Finance and Premises) together with the Chair and Vice-chair of the Governing Body (if not there under previous headings), and the Head-teacher.
- The PP&S Committee shall be chaired by the Chair of Governing Body. In his/her absence, meetings shall be chaired by the Vice-chair of the Governing Body.
- The PP&S Committee shall be empowered to make decisions on behalf of the Full Governing Body through the existing delegated powers of the various Sub-Committees in such cases where a decision is required before a meeting of the full governing body is scheduled and where calling an Extraordinary meeting of the full governing body is impracticable.
- Any decisions taken, including where decisions are taken because of time constraints, shall be within the overall policy framework as set down by the Full Governing Body.
- Each PP&S Committee member shall have a single vote. In the event of a tied decision the Chair shall have a second and deciding vote.
- The Deputy-Head teacher(s) of the school may attend in an advisory but non-voting capacity.
- Other staff (or others) may be invited to attend meetings on an *ad hoc* and non-voting basis.
- The PP&S Committee shall meet at least every half-term and a quorum shall be 3 of the committee members excluding the Head Teacher. Additional meetings may be requested by the Head Teacher or Chair of Governors as deemed necessary.
- The actions of the PP&S Committee shall be a standing item on the Full Governing Body agenda.
- The terms of reference of the P&S Committee shall be reviewed annually.
- To ensure that the statutory responsibilities are being met.

Performance

- To establish and review a Performance Management policy for all staff.

➤ **Strategy**

- To maintain oversight of the strategic objectives of the school including school ethos.
- To devise strategies to balance the requirements of current and future curriculum delivery and prudent financial management.

➤ **Personnel**

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To oversee the staff budget.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To formulate and review staffing and personnel policies¹
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff².
- To review Deputy Headteachers' and other teachers' salaries as required by the Pay and Conditions documents.

3 Notes

Items within the remit of other committees

1. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review (Pay Committee).
2. To consider any appeal against a decision on pay grading or pay awards (Pay Committee Appeals Committee).
3. Headteacher's salary shall be determined on the basis of recommendations from the Head's Performance Management Committee approved by the full Governing Board.
4. The PP&S Committee regard it as the responsibility of the full Governing Body to oversee the appointment of the Headteacher and Deputy Headteachers³. The full governing body will make arrangements for selection panels to be made available for appointments, as required in such cases.

¹ Staff Discipline Policy, Staff Grievance Policy, Staff Performance Management Policies

² Staff Selection Policy

³ Staff Selection Policy - reference made on application forms and appropriate section of school website