



# 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 EIP.
- 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 Board Meeting as appropriate within the overall terms of Reference as approved by the Full Governing Board.
- The PP&S Committee is envisaged to be the primary contact point between the Governing Board 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 Board.
- The PP&S Committee shall comprise of the Chair and Vice-Chair of the Governing Board, with two additional members of the Governing Board and the Head-teacher.
- Election onto the PP&S Committee will be through a skills audit and a vote
- The PP&S Committee shall be chaired by the Chair of Governing Board. In his/her absence, meetings shall be chaired by the Vice-chair of the Governing Board.
- The PP&S Committee shall be empowered to make decisions on behalf of the Full Governing Board through the powers delegated by the full Governing Board such cases where a decision is required before a meeting of the full governing board is scheduled and where calling an Extraordinary meeting of the full governing board 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 Board.
- 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 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 Board agenda.
- The terms of reference of the PP&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
- 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 formulate and review staffing and personnel policies<sup>1</sup>
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Board 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 staff<sup>2</sup>.
- 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 Board to oversee the appointment of the Headteacher and Deputy Headteachers<sup>3</sup>. The full governing board 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