Terms of Reference for the Personnel and Safeguarding Committee
William Tyndale Primary School
Updated Autumn term 2025

Vision: An exceptional education for all

Mission: REACH for your future
(Respect, Enterprise, Ambition, Confidence, Happiness)

Strategic Objective: To ensure that the best staff are recruited and well supported in terms of induction, professional development and performance management procedures; in turn, this maximises outcomes for all children, including their safeguarding and well-being.

To ensure school communication is meaningful, comprehensive, clear, suitably targeted, timely and sent via various channels.

Proposed alternative:

To ensure the school recruits, develops, and retains the highest-quality staff by providing robust induction, ongoing professional development, and effective performance management processes. In doing so, the subcommittee promotes excellence in teaching and learning, while ensuring the safeguarding and well-being of all children, including those with SEND.

To actively promote the well-being of all staff by balancing appropriate resourcing, high-quality learning outcomes, and staff welfare.

To ensure that all school communications are purposeful, clear, and accessible — delivered in a timely, targeted, and inclusive manner through appropriate channels, fostering engagement and transparency across the school community.

1. Membership

- The membership of the committee shall be at least 3 governors appointed by the Governing Body including the Head Teacher.
- The chair of the committee shall not be a person employed to work at the school.
- The chair of the committee shall be the convenor.
- The Committee shall make recommendations to the Governing Body for the co-option of non-governor members.

2. Quorum

- The quorum shall be 3 governors
- Meetings to be held at least once a term

3. Role of the committee and responsibilities

The committee shall:

- Receive reports in sufficient detail to undertake planning, monitoring, evaluation and to fulfil its strategic role.

- Regularly review the Employment Manual as appropriate to post academy conversion staff.

- Regularly review procedures for dealing with discipline and grievances and the criteria for redundancy, etc. for pre academy conversion staff.

- Review procedures for provision of updated job descriptions with systems in place to provide contracts of employment to staff within appropriate timescales.

- **Ensure that the terms of reference for the salary committee remain in line with the pay policy and that they require the salary committee to monitor staff pay, including that of the Head Teacher, and ensure that the salary committee fulfils these functions. ??**

- Review performance management procedures annually in line with the school's Appraisal Policy.

- Oversee the school's staffing structure making recommendations as needed to the Finance Committee.

- Keep under review the well-being of staff and their opportunities for continuous professional development; ensure that staff are consulted where appropriate.

- Ensure that safer recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended Schools provision and activities.

- Ensure that appropriate procedures are in place to maintain GDPR compliance.

- Ensure pupils' well-being and safety in terms of child protection in line with the updated KCSIE document.

- Ensure the school's Single Central Record (SCR) is regularly checked (and at least termly), and ensure all appropriate suitability checks have been undertaken before employing new staff, including a barred list check conducted by the Disclosure and Barring Service (DBS). This practice will be in line with the requirements of our Funding Agreement and the Education (Independent School Standards) Regulations 2014.

- Ensure updated policies are in place relating to all personnel issues and that these are regularly reviewed and easily accessible to staff:
    - ECT Induction Policy (to be reviewed and then presented to full governing board for ratification)

- Child Protection Policy (including procedures for dealing with allegations of abuse against staff)
- Employment Manual Capability Policy (other policies to be reviewed by SLT)
- Pay Policy (to be reviewed by SLT)
- Appraisal Policy (to be reviewed by SLT)
- Complaints Policy (to be reviewed by SLT)
  (See Policy Schedule on Google Drive).

- Ensure all policies and procedures to be formally ratified by the Governing Body.

4. Records

Agreed minutes shall be kept of all proceedings of the committee and shall be submitted to the next meeting of the governing body. All papers considered by the committee shall be available to all governors on the Google Drive.

5. Notice of meetings

The committee shall meet at least once a term and otherwise as required. Members of the committee shall normally be given at least seven days' notice of a meeting.