

TERMS OF REFERENCE FOR THE PERSONNEL AND SAFEGUARDING COMMITTEE OF WILLIAM TYNDALE PRIMARY SCHOOL

AUTUMN TERM 2020

The Strategic Objective of the Personnel Committee is to ensure the staff structure, induction and performance management procedures maximise outcomes for all pupils, including their safeguarding, and with due recognition of the importance given to staff development and their well-being.

- Meetings to be held at least once a term with not less than three governors including the Headteacher. The Committee shall make recommendations to the Governing Body for the co-option of non-governor members.
- The Committee shall receive reports in sufficient detail to undertake planning, monitoring, evaluation and to fulfil its strategic role.

THE ROLE OF THE COMMITTEE IS AS FOLLOWS

- 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.
- Check the school's Single Central Record (SCR) regularly (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:
 - 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 myUSO).

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