

Grace Academy Personnel Committee - Terms of Reference (V1.5)

1. Membership

Minimum of two Trustees

All Directors (1 Chair)

All Principal's

In Attendance member:

Director's Executive Assistant/Clerk to the Governing Board

1.1 The Committee may request others to attend in an advisory capacity.

1.2 The quorum shall be three members with at least one of whom shall be a trustee that is not employed by Grace Academy. In the absence of the Chair a Trustee, not employed by Grace Academy, may stand in the Chair's place.

1.3 Only full members shall have the right to vote on any resolution placed before the Committee.

2. Purpose

2.1 The Personnel Committee is a sub-committee of the Governing Board. Its purpose is to assist the decision making of the Governing Board, by enabling more detailed consideration to be given to the best means of fulfilling the Governing Board's responsibilities to ensure high quality management of the Academy's staffing, including performance management, appointment, dismissal and pay.

2.2 The Committee will make appropriate comments and recommendations and decisions on such matters to the Governing Board on a regular basis. Major strategic issues will be referred to the full Governing Board for their approval as per the scheme of delegation.

2.3 Any decision with a financial implication, in line with the scheme of delegation, can only be made subject to the approval of the Governing Board following advice from the Finance Committee.

3. Meetings

3.1 The Committee aims to meet at least once per half term but more frequent meetings can be arranged if necessary.

3.2 The Committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

3.3 The agenda for the meeting shall be distributed at least 3 working days before the meeting.

3.4 The minutes of the previous meeting setting out action points along with papers of the meeting shall be circulated at least 3 working days before the meeting.

4. Key areas of responsibility

In accordance with the Scheme of Delegation, extracted as follows:

Ref	Tasks	Conditions & comments
B6	Pay Awards & Discretionary awards (excluding the Principal or Directors)	

B8	Establishing disciplinary/capability procedures	
B10	Dismissal (Other staff) NB: LGB must act through Staffing Committee*	separate Panels (Decision and Appeal)
B15	Determining dismissal payments/early retirement	
B18	Applying the Discretions Policy for West Midlands Pension Fund	
B19	Determining additional FTE, changes to: designations, job descriptions	
B20	Determining staff Terms and Conditions	
B21	Establishing job descriptions, job titles, evaluating Pay band and revising single status	
B22	Determining Staff Policies	
C3	To review annually the performance management policy	AD to review and recommend, policy to be approved by Board

Subject to the requirements of applicable legislative acts, the committee is authorised for the following functions:

- Legislation Update
- Benefits
- Staff Policies
- Performance Management
- Training and Development
- Attendance
- Health and Welfare
- Grievance
- Disciplinary and Suspension
- Capability
- Dismissals
- Tribunal Cases
- Trade Union Consultation
- Talent Spotting
- Appointments
- Pay Awards
- Discretionary Awards
- Staff Structure
- Staff Terms and Conditions

General

- In consultation with the Directors and Principals to draft applicable staff policies.
- To contribute to the formulation of the Academy's development plan through the consideration of staff complement and structure in consultation with the Principals and Directors with the stated and agreed aims and objectives of the Academy.
- To consider and recommend discretionary awards and pay in line with the policy for teaching and support staff.
- To make decisions on additional staffing expenditure following recommendation from the Principals and Finance Committee.
- To review staff, student and operation policies that impact staff.
- To make decisions in respect of staff terms and conditions.
- To consider and authorise pay increments as recommended by Principals and Directors.
- To monitor and review procedures for ensuring the appropriate appointment of all ALT staff.
- To establish disciplinary and capability procedures.
- To ensure that the Academy operates within the statutory framework and legislative requirements with regards to all staff.
- To form appropriate committees in line with the Scheme of Delegation including, although not limited to, consideration of a Dismissal Committee and Selection Panels.

Where there is a conflict between the interests of any member and the interests of the Governing Board, that person must declare the interest and withdraw from the meeting. This should be noted within the minutes. If there is any dispute as to whether a person must withdraw from a meeting, the other governors present at the meeting will decide by a majority vote.