

THE POCHIN SCHOOL
HUMAN RESOURCES COMMITTEE
TERMS OF REFERENCE

MEMBERSHIP

- The committee shall consist of at least 3 governors plus the headteacher or their representative and not including staff governors

QUORUM

- 3 governors

MEETINGS

- At least one meeting a year, or more frequently as may be required

CHAIR

- There will be a Chair to be elected annually by the committee at the first committee meeting of the academic year.
- If the Chair is absent from a meeting a governor may be elected to take the Chair for the duration of that meeting
- It is the role of the Chair to ensure that committee members attend appropriate training for the effective function of this committee and keep an appropriate record of that training

MINUTES

- A governor from the committee must be nominated to take minutes of meetings who is not the Chair or the headteacher

STANDING ORDERS

- All committee meetings will have a written agenda
- Where there is tied vote for a resolution the matter will be referred back to the next full meeting of the governing body
- Chair of committee to send draft minutes to all committee members for agreement as soon as possible after each meeting
- Chair of committee to send agreed minutes to Chair of Governors, Headteacher and Clerk to governors for submission to the full governing body
- The committee will submit minutes of each meeting to the full governing body as stated. Due attention will be given to ensure that confidential minutes regarding staff are not received by staff governors
- At the end of each meeting the chair of committee is to set the date of the next meeting and include this in the minutes
- Terms of reference will be reviewed annually at the first meeting in the academic year of the full governing body

FUNCTIONS

- Consider all policies and procedures relating to staffing and personnel, and review and amend where appropriate
- Have the delegated power to make decisions relating to staffing and personnel, excepting the appointment of a Headteacher
- Decide with the Headteacher the arrangements for all appointments of staff, except the Headteacher
- Ensure that all procedures relating to recruitment, selection and appointment of staff comply with legislation

- Ensure the policies and procedures for supervision, personnel development and performance review are in place and used with all staff
- Ensure staff are informed of the Grievance and Disciplinary policies of the school
- Consider at least two items from the relevant risk register at each committee meeting
- Report annually to the governing body on the discharge of the above duties
- Review performance management policy annually
- Ensure that the annual review of staff has taken place

DECLARATION OF INTERESTS

- Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting

ASSOCIATED TRAINING

All training sessions listed below have relevance to the effective function of this committee. In order to prioritise, it is recommended that at least one of each of the committee members attends those courses listed in bold print

- Equality and Diversity
- **Human Resources - The Governing Body’s Role**
- Minute writing for governors
- **Safer Recruitment**

The full governing body agreed these terms of reference on.....

Signature:.....

Renewal Date:.....