

**THE GOVERNING BODY OF OXFORD GARDENS  
PERSONNEL COMMITTEE: TERMS OF REFERENCE  
2022-23**

**Quorum: 3 governors**

<b>Role/Function</b>	
1.1	<p>Draft and regularly review the following human resources (HR) policies and procedures for ratification/approval by the Governing Body:</p> <ul style="list-style-type: none"> <li>a) Performance Management Policy</li> <li>b) Discipline</li> <li>c) Grievance</li> <li>d) Organisational Change (including restructuring and staff reductions)</li> <li>e) Sickness Absence</li> <li>f) Capability</li> <li>g) Recruitment and Selection</li> <li>h) Leave of Absence and Cover</li> <li>i) Whistleblowing</li> <li>j) Staff Code of Conduct</li> <li>k) Discrimination and Harassment.</li> </ul>
1.2	<p>Draft/review the school's pay policy for recommendation to the Governing Body and act on Governors' behalf in implementing the policy. Oversee any subsequent pay policy review process, including consultation with staff and trade unions. To ensure the FGB establish a Pay Committee in accordance with the requirements of the Pay Policy.</p>
1.3	<p>Carry out the following pay-related duties:</p> <ul style="list-style-type: none"> <li>a) set individual pay ranges for leadership group members, within the prescribed scale</li> <li>b) decide where new postholders should be placed on their pay ranges</li> <li>c) consider specific staff pay issues, particularly where pay discretion has to be applied</li> <li>d) act on performance review recommendations from the Headteacher in respect of leadership group members</li> <li>e) ensure that annual performance objectives are set and reviewed for leadership group members other than the Headteacher and for any other teachers subject to performance review</li> <li>f) ensure that pay decisions are communicated to staff in writing and that confidentiality is maintained in all pay matters</li> <li>g) in addition, the Personnel Committee will ensure that the Pay Committee meet once a year to specifically discuss pay at the end of the staff appraisal period</li> </ul>
1.4	<p>Record HR and pay decisions by the Committee and report back to the Governing Body where necessary. Report to the Governing Body on decisions taken by the Committee in the exercise of any delegated powers. Ensure that the Pay Committee report that it has met, to the FGB.</p>
1.5	<p>Monitor and review the school's performance management framework and processes and accordingly prepare a progress report to the Governing Body in the Autumn Term.</p>

1.6	Review staffing levels and the school's management structure and make appropriate recommendations to the Governing Body on the staffing structure of the school. Oversee any subsequent organisational change or staff restructuring proposals.
1.7	Review staff work/life balance, working conditions and well-being to ensure staff well-being is a priority. This may include carrying out appropriate staff questionnaires and monitoring staff absences. Exercise the Governing Body's duty to monitor the work-life balance of the Headteacher.
1.8	Provide support, guidance and accountability for the Headteacher on all HR matters.
1.9	Ensure that HR decisions at the school are robust and in line with the relevant employment legislation, in particular ensuring that the school has safe and robust Safer Recruitment processes in place.
1.10	Review and ensure that school's compliance with the Data Protection Act 2018 / General Data Protection Regulation (GDPR).
1.11	Liaise with the Finance and Premises Committee on HR matters with budgetary or financial management implications (except where referral to the Governing Body is required).
1.12	Undertake any appropriate task or commission as delegated by the Governing Body.