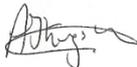


TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE FOR HAMPTON ACADEMIES TRUST

Reviewed by the Trustees on: 23 September 2021

Signed by the Chair of Trust: 

1.0 GENERAL

1.1 The purpose of this document is to set out how this Board of Trustees, within its overall responsibility will allocate its responsibilities to the Personnel Committee and to the Executive Headteacher.

2.0 MEMBERSHIP

2.1 The committee shall consist of not less than four Trustees, plus the Executive Headteacher. The members of the committee shall have voting rights and the quorum shall consist of two Trustees plus the Executive Headteacher or the Executive Headteacher's nominated representative.

2.2 Members and Trustees other than those appointed to the committee may be invited to attend, though not as voting members.

2.3 The Director of Finance and Resources and Trust HR Manager will be in regular attendance to report to Trustees, but will have no voting rights.

2.4 Other persons providing advice and support to the Board of Trustees may be invited by the Chair and attend either regularly or occasionally but will not have voting rights.

2.5 In voting matters the Chair shall have the right to have the casting vote.

3.0 MEETINGS

3.1 The committee shall meet at least once a term, otherwise as necessary.

3.2 A Chairperson shall be appointed annually by the committee after Trustees have elected members of the committee at the start of each academic year. This shall not be a Trustee employed by the college.

4.0 CLERKING ARRANGEMENTS

4.1 The meetings will normally be clerked by the Governance Professional.

5.0 STANDING ORDERS

5.1 The agenda for the meetings shall be distributed at least seven days before the meeting.

5.2 A summary of decisions taken and points for action will be noted on a copy of the agenda as a record of the proceedings of the meeting.

5.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full Board of Trustees.

5.4 A report of proceedings of meetings of the Personnel Committee shall be circulated with the papers of the next full meeting of the Board of Trustees.

6.0 TERMS OF REFERENCE

The Personnel Committee will have delegated powers from the Trustees to:

- a) draft and recommend for adoption a Pay Policy for the school (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the Board of Trustees, the staff and their unions/professional associations).
- b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the Board of Trustees following advice from the Finance Committee.
- c) draft and recommend for adoption a Strategic Staffing Plan and recommend to the Finance Committee the annual budget for pay and possible staff salary adjustments in line with Performance Management and Appraisal developments.
- d) establish and regularly review personnel policies and procedures.
- e) report to the Board of Trustees on all staff matters which relate to conditions of service.

- f) advise the Board of Trustees on all current personnel developments which may affect the school's pay policy or budget.
- g) determine and monitor the appointments procedure on behalf of the Board of Trustees.
- h) set and monitor a training strategy each year to ensure that adequate staff training and Trustee training is taking place.
- i) delegate to the Executive Headteacher all matters relating to the day to day selection, management and supervision and dismissal of the staff employed at the school. For appointments of full-time permanent teaching staff, it is preferable for at least one Trustee or Governor will be present in an advisory capacity.
- j) ensure that Trustees on the Personnel Committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- k) ensure that all staff have an effective Induction Programme and there is compliance with the induction requirements for Early Career Teachers (ECTs).
- l) comply with the Appraisal regulations for teachers.
- m) form a Salary Appeals Committee when required.

7.0 **DECLARATION OF INTERESTS**

Where there is a conflict between the interests of any Trustee and the interests of the Board of Trustees, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on Trust Board procedures, the other Trustees present at the meeting will decide on the matter.