

# HARTINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

## HUMAN RESOURCES COMMITTEE PERSONNEL

September 2016

### Composition

A minimum of three members of the Governing Body, plus the Headteacher.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

### Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Body.

### Terms of Reference –

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters. **(Note: if the school subscribes to the LA HR package, consultation on HR policies is undertaken centrally by the LA. However, there may be issues that individual schools are obliged to consult staff on, for example changing the times of the school day. The policy, agreed by the GB, would state the school's arrangements for consulting staff, if required, and that this is included in the Personnel Committee Terms of Reference.)**
2. **Discipline/Grievance** – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body. To review the Redundancy Policy.
4. **Staffing Structure** – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.
5. This committee will also have responsibility for the following:
  - i) Procedure for Absence Management and Monitoring
  - ii) Procedure for Harassment and Bullying

- iii) Procedure for Competence
- iv) Recruitment and Retention Policy

Any other Policy that may be deemed to fit within the Human Resources Committee.

### **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

### **Appointment of Chair and Clerk**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

### **Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

### **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

The Human Resources Committee may work in conjunction with other Committees as and when the need may arise.

September 2017

Chair .....

Signed .....