



Personnel (incorporating Quality assurance and Complaints, staff and pupil related)

1. To be responsible for the recruitment, selection and dismissal of all staff according to the Governing Body's decisions and arrangements under the Staffing Regulations 2003.
2. To address the following points for the selection of the Head teacher and Deputy Head teacher as part of the full Governing Body:
 - To determine the vacancy exists
 - To determine that a post will be advertised nationally
 - To determine the individual school range (ISR pay range for the post)
 - To select a panel to carry out the recruitment and selection process

The selection panel will:

- Conduct the recruitment and selection process
 - Recommend an appropriate candidate to the governing body for an appointment
3. To implement the relevant personnel policies
 4. To hear staff disciplinary, ill health and capability cases in accordance with LA guidelines
 5. To hear staff grievance cases in accordance with LA guidelines.
 6. To implement the Governing Body's Pay Policy.
 7. To consider matters relating to compromise agreements.
 8. to set and review teachers' salaries (including Head teacher and Deputy)
 - a). to review all staff pay annually and notify in writing, noting that;
 - For teachers and support staff (where applicable) taking account of the head teacher's statement on the outcomes of performance management reviews
 - For the head teacher, taking account of the outcome of the performance management review carried out by appointed governors with advice from the external advisor
 - b). to determine the salary of a teacher on taking up a new post (in accordance with the STPCD)
 9. To monitor staffing levels and make recommendations to the full Governing Body at appropriate times each year including redundancy issues which will be implemented according to LA guidance on redundancy.
 10. To prepare relevant reports for the Governing Body, including input and review of the School Development Plan.
 11. Contribute to the review of the self-evaluation form (SEF).
 12. To facilitate and encourage staff development and monitor and evaluate the impact of such activities towards school improvement.

Appeals

1. To hear any appeals from other committees of the Governing Body i.e. staff dismissal, grievance, discipline and redundancy.

Dismissal Appeal

1. To hear appeals arising from the decisions of the Staff Dismissal Committee.
 - a) the local authority be advised of their determination and reasons for it
 - b) determine a relevant disciplinary sanction or
 - c) determine that there is no case to answer.

Redundancy Appeal

1. To hear any appeals from any employees with representations from the Head teacher and Chair of Governors
2. To notify in writing to employee the outcome of the appeal
3. To notify the council of the decision and require them to issue dismissal notices where applicable.

Pupil Discipline

The committee will hear representations regarding the exclusion of pupils, having regard to the current statutory regulations in force, relating to permanent and fixed term exclusions and report back to the full Governing Body.

Quality Assurance

The committee will work alongside the Head teacher and SLT to identify priorities for the School Development Plan.

Complaints

1. To hear appeals from parents/others together with representations from the Head teacher and/or Chair of Governors.
2. To notify in writing to the parents/others the outcome of the appeal.