**Personnel Portfolio - Terms of Reference**

**School Year: 2023-24**

**Lead governor / portfolio holder: Kelly Harnett**

**Duties which are delegated to this governor / trustee/ this committee:**

*Governing boards may use their powers to delegate functions and decisions to committees or individual governors/trustees. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)*

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| In consultation with the Headteacher and giving consideration to the School Improvement Plan (School Development Plan), to review the staffing structure annually and whenever a vacancy occurs. | D |
| To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with Devon County models; and ensure that staff are informed of these. | R |
| To approve the Performance Management/Teacher Appraisal Policy  | D |
| To review the training requirements of the school workforce and make recommendations. | D |
| To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate. | D |
| To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in school.  | D |
| To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments. Ensure every member of staff has a Contract of Employment. | D |
| To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review. | D |

**Policies and Documents delegated to this governor / trustee/ this committee:**

The following “FGB” policies are delegated to the Governor responsible for the Personnel portfolio.

* Staff Disciplinary Policy (Statutory)
* Staff Grievance Policy (Statutory)
* Redundancy Policy (Statutory) (added in September 2021)

The portfolio holder may also have lead governor responsibility for other policies and these are set out in the annual Policy Review Schedule maintained by the Clerk.

**In addition, the portfolio includes oversight of the following non-policy areas/documents:**

* Central record of recruitment and vetting (DBS) checks
* Contract of Employment for each member of staff

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| **Agreed by the FGB on: Wednesday 13 September 2023****Next review date: September 2024** |

**Levels of Delegation - Decision or Recommendation**

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

*Note from The Governance Consultancy Team: The level of delegated decision making given to a committee needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full governing board. All delegated decisions must be reported to the full governing board through the minutes from the committee.*