

Cambridgeshire Educational Trust  
**Personnel Committee**  
Terms of Reference  
**2017 – 2018**

**1. Purpose**

To have delegated responsibility from the trust board for personnel matters and policies, to include (but not be limited to) staff pay and performance management, staffing model, staff recruitment, staff attendance and leave of absence, staff well-being and retention and staff development.

**2. Membership and quorum**

The committee shall consist of not fewer than **four** trustees. Any member of the board may ask to serve on the committee. The committee may co-opt other members to serve on the committee provided that the majority of members are trustees. The quorum shall comprise **three** trustees.

**3. Meetings**

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the judgement of the chair.

The committee shall meet termly, or more frequently, as may be required from time to time. At the first meeting in the Autumn term, the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

**4. Declaration of Interests**

Where there is a conflict between the interests of any member and the interests of the trust, 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 trust's regulations, the other members present at the meeting will decide on the matter. Staff members will need to withdraw from a meeting when there is a conflict of interest.

**5. Chairmanship**

The chair of the committee shall be elected annually at the first meeting of the committee in the school year. The chair may not be the CEO or an employee of the trust.

If the chair is absent from a meeting, a non-staff member may be elected to take the chair for the duration of that meeting.

**6. Partnership with the CEO**

In carrying out its functions the committee will receive information and advice from the CEO and other staff and will actively seek opportunities for wider consultation where appropriate.

**7. Minutes**

All committee meetings must be minuted and the minutes must be circulated with the agenda of the next committee meeting and to the trust board.

**8. Delegated responsibilities**

The trust has delegated powers to carry out the following specific tasks and to make appropriate recommendations to the trust board:

1. Oversee in all the trust schools/ staffing structure: receive and review the annual description of the 'School's Staffing Structure' from the CEO. Discuss with the CEO any significant changes to the school staffing structures and make recommendations to the Resources committee, where these affect the school budgets.

2. Consider itself, or appoint a panel of trustees as needed, any appeal by a member of staff against a decision on pay grading or a pay award, in line with the Pay Policy, or a decision arising from the disciplinary process.
3. Oversee and keep under review the trust procedure for appointing and dismissing staff, including redundancies.
4. Keep under review the well-being of trust staff.
5. Keep under review the trust procedures for monitoring staff absence
6. Advise and decide on other specific issues relating to Personnel, as raised by the CEO

<b>Autumn Term meeting 1</b>	<b>Spring Term meeting</b>
Make decisions related to staff pay arising from Appraisal; consider any appeals made by staff.	Review school's procedures for appointing and dismissing staff, including redundancies. School Staffing Structure document.
Review policies: Pay Policy ✓ annual review Cover for Teacher absence Disciplinary Rules/Procedure Trade Union Membership Redundancy Policy Complaints Procedure and Policy Governors Involvement Policy Special Leave of Absence Policy	Review policies: Safer Code of Conduct Employment Policy Grievance Procedure Recruitment Policy Staff facing Allegations of Abuse-
<b>Spring /Summer Term meeting</b>	<b>Summer Term meeting</b>
Review the school's procedures for monitoring staff absence.  Special leave of absence report.	Consider the Principal's report on the school's strategies for supporting staff well-being and promoting good staff morale. Annual Cover Provision report from the Head.
Review policies: Management Sickness Absence Policy Data Protection(Personal Information Policy) Staff Induction	Review policies: Teacher Appraisal Policy Support Staff Appraisal Policy Staff Bullying and Harassment Whistle blowing Policy

The board agreed these terms of reference on .....