

The Catholic Academy Trust in East Berkshire

GOVERNING BODY *of* SAINT MARY'S CATHOLIC PRIMARY SCHOOL

TERMS OF REFERENCE – PEOPLE COMMITTEE

Membership

The membership of this committee shall be a minimum of three governors at least one of which shall be the Chairman or Headteacher. The chairman will be chosen by this committee. The committee will co-opt non-voting members to assist it to discharge its responsibility effectively. Agendas will be circulated in advance to all committee members who are welcome to attend any items of particular interest to them.

Quorum

For the purposes of any vote, the quorum shall be three voting members, including the Chair or Headteacher.

Meetings

The committee will meet as and when required, but at least three times a year. Seven days notice will usually be given.

Functions

1. Agree the appointment of all new members of staff on behalf of the Governing Body other than the Headteacher and Deputy Headteacher. The appointment of some support staff may be delegated to the Headteacher.
2. Review the performance management process.
3. To ensure that the school places the best interests of pupils as individuals and as a group at the forefront of its every action; including the review of relevant areas of the school development plan.
4. To ensure full provision is made to enhance the skills of all staff and governors through a programme of planned personal development, taking into account limitations set by the Finance and Resources Committee.
5. To ensure current legislation covering pupils and staff is observed.
6. In consultation with the Head teacher determine the level of teaching and non-teaching staff required and, after reference to the Finance and Resources Committee, advise the Governing Body accordingly.
7. To provide guidance to the Full Governing Body on all personnel issues affecting members of staff.
8. Take an active role in “Being Outstanding”.

Report

All actions and decisions of this committee will be reported to the Full Governing Body at its next meeting.

Review

The terms of reference of this committee will be reviewed as necessary, but at least annually.

Signed:..... Chair of Committee Date: