



Tutshill C Of E Primary School



Woolaston Primary School

Forest Edge Federation

Governing Board

Terms of Reference for People and Development Committee

Autumn 2023

Note: The terms of reference of the committee will be reviewed annually. The normal procedures and regulations of the governing board also apply to its committees.

1. PURPOSE

- To act on matters delegated by the Full Governing Board (FGB).
- To liaise and consult with the other committees where necessary.
- To contribute to the School's Development Plans (SDP).
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To act in compliance with the Governing Board Code of Conduct and Standing Orders at all times.
- To oversee the future workforce planning, staff performance management, pay and-conditions, policies relating to people and staff training and development.
- To oversee the communications both internal and external for the schools.

2. MEMBERSHIP

- Unless otherwise specified the committee will consist of a minimum of **three** governors including the Executive Headteacher.
- The membership of the committee will be determined at the first meeting of the full governing board (FGB) in the autumn term.
- The FGB will elect a Chair for the committee from among its members.
- The committee may invite Associate Members to join the committee and give them voting rights on that committee at the discretion of the full governing board.
- The committee may invite non-governors to attend meetings in a non-voting capacity as required for advice on specific matters.
- The Clerk to the governing board will also serve as Clerk to the People & Development Committee.
- If the Chair of the committee is unable to attend a meeting, the committee will elect any member to act as chairperson for that meeting.

3. QUORUM AND VOTING

- The quorum for the committee shall be half the number of full committee members rounded up to the nearest whole.
- Only governors and appointed Associate Members can vote.
- No vote may be taken at any meeting where Associate Members outnumber governors.
- Every matter to be decided upon in the committee will be determined by a majority vote; each member of the committee shall be entitled to one vote. Where there is an equal decision of votes the Chair will have the deciding vote.

4. MEETINGS AND RECORDING ARRANGEMENTS

- The committee will meet as often as is necessary to fulfil its responsibilities but no less frequently than once per (long) term.
- A meeting schedule for the year will be decided at the first meeting of the full governing board in the autumn term. In addition, the Chair of the committee or any two committee members may call unscheduled meetings as long as appropriate notice is given to all members of the committee.
- If the committee members cannot meet in person for whatever reason they will be invited to attend remotely.
- The Clerk to the committee will circulate an agenda and any other relevant documents to committee members and other attendees one week prior to the meeting.

- If the Clerk is unable to attend a meeting the committee must appoint a stand-in clerk for that meeting who must not be the Executive Headteacher (in accordance with the School Governance Regulations).
- The Clerk will take minutes of the meeting which will record the date of the meeting; attendees; agenda items; questions raised during the meeting; decisions or recommendations made during the meeting and action points resulting from those decisions/recommendations.
- The Clerk shall keep a register of attendance and declaration of interests for each meeting which will be included in the minutes. Overall attendance at committee meetings shall be reviewed annually by the full governing board.
- Minutes of meetings will be circulated in draft form to all members of the committee as soon as possible after the meeting and to all governors one week before the next full governing board meeting.
- Minutes from committee meetings will be a standing agenda item at every full governing board meeting. The Chair of the committee will answer questions on the minutes and will provide a verbal update to governors on any matters arising and actions taken.

5. FUNCTIONS OF THIS COMMITTEE

5.1 Workforce Planning

- To ensure that the schools are staffed sufficiently for the fulfilment of the Schools' Development Plans (SDP) and the effective operation of the schools.
- To recommend to the governing body staff selection procedures ensuring that they conform with safer recruitment practiced and to review these procedures as necessary.
- In consultation with staff to oversee any process leading to staff reduction

5.2 Staff Performance Management

- To establish and oversee the operation of the schools' Staff Appraisal/Performance Management Policy - including the arrangements and operation of the schools' appraisal procedures for the Executive Headteacher.

5.3 Pay and Conditions

- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To establish the annual and longer-term salary budgets and other costs relating to personnel e.g., training in close consultation with the Finance & Premises Committee.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing board for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To monitor staff sickness and leave requests.
- To monitor staff well-being and support actions to improve conditions where appropriate.

5.4 Communication

- To develop and oversee the communication plans.
- To review the effectiveness of communications.
- To utilise the variety of communication tools to ensure the widest audience is included in the most appropriate way.
- To monitor feedback from parents, staff and public regarding

communications by the schools.

5.5 Policies

- To review and monitor the intention implementation and impact of all policies delegated to the People and Development Committee (see below) and in line with the policy review schedule.
- To advise the full governing board on any recommended updates and amendments to policies reviewed by the People and Development Committee.

6. POLICIES

The following policies are delegated to this committee:

- Ant Bullying and Hate
- Absence -Staff
- Code of Conduct – Staff
- Confidentiality
- Educational visits
- Gifts Hospitality & Bribery
- Grievance
- Healthy Schools
- Intimate Care
- Job Sharing
- Managing Abusive & Vexatious Parents and Visitors
- NQT
- Performance Management & Appraisals
- Safer Recruitment
- Safeguarding
- Safer Working Practice
- Special Leave
- Whistleblowing

Agreed by People and Development Committee

Signed on behalf of the committee by Chair of the Committee,

Signature: _____ Date: _____

Review date: September 2024