



PERSONNEL AND PUPIL WELFARE COMMITTEE 2021-2022

Introduction

The Governing Body can delegate functions to a subcommittee, subject to prescribed restrictions. The Governing Body agrees the level of delegation to this committee via this Terms of Reference, which is reviewed and agreed annually. Outside of this review period, amendments can be agreed and applied by the Governing Body.

Statement of Remit

The Personnel and Pupil Welfare Committee will challenge and support the Management Team, with the aim of ensuring that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school. The committee will work towards driving up standards that enables every child to reach his or her full potential in a stimulating environment. The committee will work with all governors to enhance and develop St Mary's Christian Ethos.

Decisions taken by the committee must;

- Be consistent with and seek to achieve the priorities identified within the School Development Plan;
- Accord with the governing body's Equal Opportunities Policy, Race Equality Policy, Equality Scheme and Equal Opportunities Legislation;
- Have regard to any budgetary constraints.

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| Members: | <p>Rev'd Carole Barnet, Catherine Strangwood, Fr Shaun Conlon, Claire Almond, Jackie Preston, Sian Crosby, Jordan Percival & Sarah Jones (school)</p> <p>This committee may decide, from time to time to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.</p> |
| Chair: | Rev'd Carole Barnet |
| Vice Chair: | Mrs Sian Crosby |
| Quorum: | <p>At least 5 Governors (may include Head Teacher);</p> <p><i>(Other Governor(s) may be co-opted in the event a meeting runs the risk of being non-quorate)</i></p> |
| Clerk: | By rotation |

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| Convening Meetings | <p>The Personnel and Pupil Welfare Committee will meet a minimum of once per term.</p> <p>In addition, the Chair, the Headteacher, or any two members of the Committee may request a meeting. Committee members shall be given at least seven calendar days' notice of a Committee meeting</p> |
| Appointment of the Chair and Clerk | <p>The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year</p> |
| Role of Committee Chair | <p>Ensure meetings are conducted in accordance with the St Mary's Board of Governance guidelines</p> <p>Draw up the agenda (in liaison with Headteacher and other Governors as necessary) and gather together the necessary paperwork, such that these are circulated 7 calendar days in advance of meetings.</p> <p>Ensure the committee, on an annual basis, sets and then follows a broad timetable of activity that, together with Terms of Reference, is reviewed by Full Governing Body.</p> |
| Role of Committee Clerk | <p>Provide draft minutes to committee members within 7 calendar days of a meeting being held.</p> <p>Minutes must record those present and any apologies.</p> <p>Minutes must record business conducted at the meeting, including decisions taken, challenges made and questions asked, such that all members of the governing body can be aware of committee business</p> |

LINK TO THE SCHOOLS AIMS:

| Aims, Values and Ethos | Committee Role |
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| <p>° Delivering an inspiring, stimulating and challenging curriculum.</p> | <p>To monitor and evaluate the staff development programme to ensure staff have the expertise to deliver the curriculum. To monitor the effectiveness of this for social inclusion and SEND inclusion.</p> |
| <p>° Teaching children in an enthusiastic and passionate way</p> | <p>To ensure that all staff have access to a CPD programme that develops their pedagogy. To monitor the effectiveness of teaching and learning for vulnerable groups.</p> |

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| ° Engaging and exciting every single child to learn as much as they can. | To monitor progress across vulnerable groups. |
| Providing opportunities to encourage children's independence | To monitor the effectiveness of PSHCE |
| Recognising and nurturing the needs, strengths and talents of every single child | To monitor interventions and support for vulnerable groups |
| ° Showing children how to respect each other and those around them. | To monitor the effectiveness of community links. |
| ° Preparing children for their life beyond St. Mary's Primary School. | To ensure staff have links to local high schools and that they have an overview of their role of transition. To support transition. |
| Developing children as active international, national and local citizens, who celebrate and respect different cultures, faiths and ways of life. | The Personnel committee aims to ensure that all staff are valued as active citizens who themselves have different cultures, faiths and ways of life. |
| Providing children with opportunities to think and reflect on the awe and wonder of God's creation | Ensure that the Christian ethos is a focus in the recruitment of staff. To monitor the effectiveness of Worship and RE. |

TERMS OF REFERENCE:

1. The committee will have delegated powers for the recruitment and selection of staff as agreed by the governing body, other than the appointment of the Headteacher, Deputy Headteacher and teachers on the leadership pay spine, and are required to follow the recruitment procedures outlined in Appendix 1. The recruitment and selection of the Headteacher or a Deputy Headteacher must be carried out by a selection panel chosen by the full governing body and the full governing body must approve the candidate recommended for appointment by that selection panel.
2. The Personnel and Pupil Welfare Committee will be responsible for implementing and reviewing the governing body's Discipline and Grievance Procedures. No fewer than three members of the Personnel and Pupil Welfare Committee shall also act as the first committee in carrying out the governing body's disciplinary and grievance procedure. Any subsequent appeal within either of those procedures should be heard by a second or appeal committee whose membership must be different from and at least equal in number to that of the first committee i.e. no member of the first committee may serve on the second committee.
3. The Personnel and Pupil Welfare Committee should also consider any requests for leave of absence which are in excess of the days which the Headteacher is authorised to approve. (e.g. Graduations, weddings, funerals) in line with Bury's policy.
4. The Personnel and Pupil Welfare Committee will be responsible for ratifying Bury's salary policy and either approving it or submitting it to the governing body for approval.

They delegate the responsibility for the annual review of the salaries for all staff within the parameters agreed in the salary policy to the Pay Committee

5. Should it be necessary for the governing body to consider the reduction of the staffing establishment at the school, by whatever means, the Personnel and Pupil Welfare Committee will carry out any initial investigation with the Headteacher and submit their recommendations for the governing body to consider. The Personnel and Pupil Welfare Committee will subsequently have delegated powers to carry out the necessary consultations with the LA and the recognised Trade Unions on behalf of the governing body, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.
6. To monitor, evaluate, and review policies and their effectiveness relating to pupil health, safety and welfare; safeguarding and child protection; behaviour, discipline and racial equality and challenges school to ensure that it fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the 'Prevent' strategy and safeguarding, and promoting the welfare of learners
7. To monitor and evaluate, and review, policies and their effectiveness relating to social inclusion (including Children & Young People in Care) and special needs inclusion.
8. To look at the intent of each of these areas, the research embedded within them, review the implementation with the relevant leads and report back to the committee on the impact.
9. Make recommendations for updating the School Improvement and Development plan on an annual basis.
10. To ensure there are rewards systems in place which impact positively on achievement and behaviour. To ensure that there are high expectations for learners' behaviour and conduct and that these expectations are applied consistently and fairly. Relationships among learners and staff reflect a positive and respectful culture. Leaders, teachers and learners create an environment where bullying, peer-on-peer abuse or discrimination are not tolerated. If they do occur, staff deal with issues quickly and effectively, and do not allow them to spread.
11. To monitor pupil attendance and absence rates and pupil exclusion rates and to consider strategies to improve them so that learners have high attendance and are punctual. (always referencing to vulnerable groups).
12. Recommend to the Finance Resources where appropriate, additional funding needs to enhance learning and drive up standards.
13. Ensure the Board of Governance is aware of the Local Authority's approved arrangements for hearing about complaints about pastoral system.
14. Undertake tasks directed by the Board of Governance.
15. Any decisions made or action taken by the Personnel and Pupil Welfare Committee shall be minuted and reported to the next meeting of the governing body.

Community

Terms of reference:

- 1.To support St. Mary's Primary School and its promotion to the immediate and wider community.
- 2.To actively seek the views of learners and parents/carers and of the school's stakeholders and partners in order to inform the Board of Governance and Head Teacher in their decision making about the way the school is conducted.
- 3.To keep apprised of the success of the school's transition and liaison procedures, for all Key Stages.

DISTINCTIVE CHRISTIAN NATURE OF ST. MARY'S

Terms of reference:

To agree the school's Motto, Mission Statement Values and Aims; with review at least every 3 years.

To monitor the impact of Worship and Religious Education teaching and learning upon the school's ethos.

Promote, monitor and evaluate the success of the school's link with St. Mary's Church.

To receive feedback for Worship and RE.

Functions Delegated to the Headteacher

1. Responsible for the day to day management of the staff and curriculum.
2. Monitor staff appraisals, CPD and the quality of Teaching and Learning.
3. Take other action on staffing and curricular issues as required in response to the DfE.

Functions Retained by the Governing Body

1. Ratify policy documents
2. Monitor personnel and pupil welfare areas as agreed by the Full Governing Body

COMMITTEE'S CONTRIBUTION TO THE SCHOOL SELF-EVALUATION STATEMENT (SES)

To receive termly updates about the effectiveness of Leadership and Management

1. The effectiveness of leadership and management in embedding ambition and driving improvement
2. The leadership and management of teaching and learning across the curriculum (EYFS – age 11)
3. The effectiveness of the governing body in challenging and supporting the school so that weaknesses are tackled decisively and statutory responsibilities met. (the Chair of the Personnel and Pupil Welfare Committee will ask for examples from each committee at Termly Full Governors meetings with regard to number 3.)
4. The effectiveness with which the school deploys staffing resources.
5. Self Evaluation Reports from the headteacher, staff and link governors about the following: the effectiveness of the arrangements for safeguarding learners; pupils' behaviour; healthy lifestyles; contribution to wider community; pupil attendance; economic wellbeing; spiritual, moral, social and cultural development; Care guidance and support; Racial Equality.
6. These reports support the 'Personal Development, Behaviour and Welfare' section of the latest Ofsted Framework for Inspection.
7. The committee shall receive relevant termly updates from the school's Self Evaluation Statement.
8. Distinctive Christian Nature of St. Mary's
 - (i) To receive an annual review of the SIAMS Self Evaluation.
 - (ii) To be aware of the quality of Worship through attendance at Key Stage and Whole School acts of Worship.
 - (iii) To receive feedback from the Worship and RE co-ordinator about the quality of standards in these school areas.

Appendix 1

Recruitment and Selection Procedures

The Governing Body will ensure that at least one member of the Governing Body has attended safer recruitment training.

1. When a vacancy occurs, the Headteacher will carry out the vacancy review and will submit a draft job description for all vacancies to the Personnel and Pupil Welfare Committee for their approval.
2. The Headteacher will also draft and agree with the Personnel and Pupil Welfare Committee a draft person specification for all vacancies which will identify the selection criteria. i.e. the knowledge, skills, qualifications and experience required by potential candidates. It is critically important for all vacancies that these selection criteria are applied consistently throughout all stages of the recruitment and selection process by everyone involved.

3. All vacancies for full-time permanent posts should be advertised and should be circulated on an internal, local or national basis as necessary to attract an appropriate field of candidates consistent with the seniority or scale of remuneration for the post. Safer recruitment guidelines shall be followed.
4.
 - i. Advertisements for vacancies for temporary or part-time posts may be limited to the LA's internal jobs bulletin. The appointment of temporary and part-time staff may be delegated to the Headteacher who will carry out the interviews with at least one of the following:
 - another member of staff e.g. Deputy Head or Assistant Head or Curriculum Leader;
 - a member of the personnel committee;
 - an adviser from the LA.
 - ii. Internal promotions and the allocation of points for responsibility shall be advertised internally and made known to all staff. The Headteacher will interview shortlisted candidates and subsequently report her decision to the Personnel Committee.
 - iii. The governing body values and acknowledges the important contribution which all staff make to the continuing success of the school and for this reason whenever possible a member of the Personnel and Pupil Welfare Committee will take part in the selection process.
5. For permanent full-time posts, the Personnel and Pupil Welfare Committee and the Headteacher will draw up a short-list of those candidates who meet the agreed selection criteria. The Personnel and Pupil Welfare Committee/Headteacher will invite those candidates to attend interview.
6. The Headteacher and the Personnel and Pupil Welfare Committee will agree the format for the selection process which may include structured visits to the school, group discussions, panel or committee interviews. Candidates should be given every opportunity to provide information about themselves which is relevant to the selection criteria and the format will be determined by the ways in which this can be best achieved. Questions at the interview must be based on the selection criteria and allow each candidate the opportunity to offer all relevant information to the interview panel. It is strongly recommended that all members of the interview panel should be involved in all stages of the recruitment and selection process.
7. The committee will appoint the most suitable candidate or, if none of the candidates can fulfil the requirements of the person specification, repeat any or all of the processes listed above.
8. The committee will minute the appointment / their action and the minutes will be submitted, for information, to the next meeting of the governing body.