



MUNTHAM HOUSE SCHOOL

Terms of Reference for Personnel Committee

Membership – Chair or Vice-Chair of Governors
Other Governors with a minimum of 3 and a maximum of 5
Principal (ex-officio)

Meetings Half Termly

Responsibilities:

1. Agree on staffing levels and deployment with the Principal.
2. Review Job Descriptions.
3. Review and update Staff Handbook.
4. To support the Principal on Staff management.
5. To act regarding staff disciplinary issues.
6. To consider staff complaints made to Governors.
7. To have oversight of INSET training in light of the SIP.
8. To agree proposals for staff bonuses or other rewards.
9. Undertaking initial negotiations with national bodies and unions in case of redundancies or major restructuring.
10. To support policies on Staff welfare and well-being.
11. To participate in Staff well-being meetings and to ensure concerns are dealt with.

As a Pay Committee:

1. To monitor Pay Policy and agree on staff salaries.
2. Consider any deviation from National Pay Scales.
3. To review the LGPS with Finance.